**Monique Bartholomew**

#62 Robert Street

Woodbrook

Phone: 721-6802 / 496-2364

E-mail address: [monique4562008@hotmail.com](mailto:monique4562008@hotmail.com)

**Objective**

Obtain a cashier position to utilize customer service, communication and organizational skills.

**Education**

**East Mucurapo Secondary School** 2012 – 2014

Caribbean Examination Council Grades

* English 2
* Social Studies 3
* Principles of Business 3

**St. Martin Girls High School** 2009 – 2012

**Newtown Girls RC School** 2002 – 2009

**Experience**

St. James Meat Cottage February 2016 – January 2017

***Cashier***

* Help replenish shelves
* Answering the telephone to assist customers with inquires
* Issue receipts, refunds or change due to customers

Stoxx July 2015 – January 2016

***Sales Clerk***

* Responsible for ensuring store appearance is clean and presentable at all times
* Promote sales by assisting customers and offering suggestions
* Keep records of sales and prepare inventory of stock

Rolley Data Systems July 2014 – September 2014

***Office Assistant***

* Maintain office filing and record keeping systems
* Answer telephone calls
* Produce letters and memos

**Additional Information**

* Fabric Design
* Garment Construction
* Commercial Cookery

**Hobbies and Interest**

Netball

Child care

Singing

**References**

Mr. Nkosi La Croix

IT Technician

Dundonald Hill, Long Circular Road, St. James

Phone #: 320-4015

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