**Aquila Richards**

***Address:*** Maloney Gardens Building 13 Apartment 1- 4, Trinidad, West Indies

***E-mail:*** [Nellyricards2021@outlook.com](mailto:Nellyricards2021@outlook.com) ***Contact:*** 1-(868) – 487-5406 or 292-0678

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| --- | --- | --- | --- | --- |
| **MY OBJECTIVE** | To be a top class Team player, delivering superb results for the organization of which I am a part | | | |
| **CORE STRENGTHS** | * **Proficient in Microsoft Office**   **Strong Verbal and Written Communication ability**   * **Very Organized** * **Able to prioritize my time** | | | * **Team Player** * **Emotionally Intelligent** * **Proactive** * **Solution Oriented** |
| **2012 - 2015** | **Customer Service Representative**  **Photo Mart Sharp Shoppers**   * Managed shift operations in an efficient and effective manner * Responsibly handled cashing operations | | | |
| **EDUCATIONAL SUCCESSES**  **2006 - 2011** | **Mt Hope Secondary School**  **Subjects completed:** | | | |
|  | * Human And Social Biology * Social Studies * English * Mathematics (Pending) * Principle of Business | |  | |
| **2011 - November** | **CERTIFICATE IN BASIC CONVERSATIONAL SPANISH**  Ramon Lopez Write and Speak Spanish | | | |
| **2008 -April** | **CERTIFICATE IN ANGER MANAGEMENT**  Families in Action | | | |
| **ACTIVITIES** | Extreme Adventure Sports | | | |
| **REFERENCES** | **Dylon Le Blanc**  Able Seaman Trinidad and Tobago Defense Force  LP# 54 Joseph Morantes Tace Talparo  Tel: 1-(868 )-348-6024 | **Carlisha Richards**  Accountant  First Citizens Bank  Maloney Gardens  Tel: 1-(868) -373-3317 | | |
|  |  | **Page 2 of 2** | | |