Dana Reid

Lp 50 Elohim Road,

Munroe Road, Cunupia

466-8746 (cell) or 714-6649 (mom)

[dana.y.reid@hotmail.com](mailto:dana.y.reid@hotmail.com)

I am hardworking, reliable, a fast learner, honest and can work well in a fast paced environment with little or no supervision. My objective is to positively and effectively contribute to the company’s growth and advancement by striving for excellence and maintaining high standards**.**

**Professional Experience:**

* **March 28th, 2017 – Present**

**KFC – Cunupia Branch Customer Service Representative**

* Cashing orders for customers in line.
* Taking orders via telephone and packing orders for delivery.
* Preparing sandwiches and fries for distribution.
* Performs duties as required.
* **March 2nd 2015 – March 1st 2017**

**Unemployment Relief Programme Business Operations Assistant I**

**c/o Ministry of Works and Transport**

Two (2) year contract

* Liaise with external staff on a fortnightly basis to check and process salaries for persons of different regions.
* Checking of Monthly Salaries and Bills.
* Answering of work phone and redirecting calls.
* **August 25th 2014 – February 24th 2015**

Scrip J, Fernandez Compound, Laventille **Finishing Clerk**

Six (6) month contract

***Job Training Experiences:***

* **July 2014 – July 2014:**

Beauty Specialist Lonera’s Beauty Spa, San Juan.

* **July 2013 - August 2013:**

Sales Clerk Kappa drugs, Glencoe.

* **December 2013 – December 2013:**

Finishing Clerk (Trainee) Scrip J, Fernandez Compound, Laventille

**Education:**

**2009 – 2014**

**Corpus Christi College – Diego Martin**

***CXC ‘O’Levels – General Proficiency***

* English A I
* Mathematics II
* Principles of Business II
* Office Administration II
* Biology III
* Human and Social Biology III
* Social Studies III

**St. Ursula’s Girls Anglican School**

Completed Primary School

**Accomplishments:**

**Programs Completed:**

* **2012 – 2013**

Junior Achievement

* **2012 – 2013**

Young leaders

* **May 2012 – Apr 2013**

Y.T.E.P.P – Hairdressing

***References:***

Ms. Natasha Dennis Mr. Deryck Lashley

Acting Accountant Assistant Violent Interrupter Supervisor

Unemployment Relief Programme Project Reason under the

c/o Ministry of Works and Transport Ministry of National Security

Work 674-4730 Ext:1239/1240 Cell#: 710-4669