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| --- | --- | --- | --- | --- | --- | --- | --- |
| ANALISA SMITH smith.analisa27@gmail.com 278 - 9106  |  | | --- | |  | | Objective To obtain knowledge and work experience in an organization which allows me to enhance my educational and sound judgment skills for further growth and self – development, while making a meaningful contribution to the fulfillment of your institution’s objectives. | |  | | |  | | --- | | ExperienceEPIPHANY CHAMBERS SERVICES LIMITEDJANUARY 2017 – SEPTEMBER 2017 Administrative Assistant, where I performed all secretarial duties in a fast- paced environment while maintaining an organized and positive approach to provide effective support to the office. REGULATED INDUSTRIES COMMISSIONAPRIL 2015 – JANUARY 2017 On – the Job Training Programme, where I reported to the Manager, Human Resource & Administration. I assisted in all routine clerical & administrative support activities for the department and to the other departments as directed. Also, I provided relief support to the Telephone Operator/ Receptionist.  **CAWECU COOPERATIVE SOCIETY LTD**  AUGUST 2014 – OCTOBER 2014  Completed Training Programme, where I assisted in the arrangements for the Annual General Meeting. Also, I was exposed to daily assignments and basic accounting procedures, while maintaining effective relationships with peers and customers. | | EducationBISHOP ANSTEY TRINITY COLLEGE EAST SIXTH FORM **CAPE UNIT 2 SUBJECT GRADE**  Caribbean Studies 4  Information Technology 4  Economics 4  Spanish 5    **CAPE UNIT 1 SUBJECT GRADE**  Communication Studies 1  Information Technology 4  Economics 3  Spanish 3  **EL DORADO EAST SECONDARY SCHOOL**  **CXC GENERAL PROFICIENCY**  **SUBJECT GRADE**  English A 2  Mathematics 3  Spanish 2  Information Technology 3  Principles of Business 2  Principles of Accounts 4  Human and Social Biology 2 | |  | |
|  |  |
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## REFERENCES

Mr. Rene Howard

Machine Operator

329 – 6977

Mrs. Maxine Senhouse

Teacher

798 - 1062