Cher-Marie Navarro

3T Longden Street Arima | 1-868-359-2444 | [chelseanavarro6@gmail.com](mailto:chelseanavarro6@gmail.com)

# Objective

To obtain a stable position that will allow me to grow in professional life while advance in my career

# Profile

* Honest
* Agile minded
* Quick learner
* Willing
* Consistent

# Experience

## Costumer sales REPRESENTATIVE | Digicel Play| Jan 2017 to April 2017

* Strategizing new ways to sell products
* Data entry /Entering sales into databases
* Closing door to door sales

## Telesales Specialist | Cell Master limited| nov 2016 to Jan 2017

* Sales of TSTT/Bmobile products and service to customers via telephone
* Data entry

## CSR/ Store Supervisor | Shoeaholics | sept 2015 to dec 2015

* Inventory of stock/ stock-taking
* Preparation of payroll
* Management of staff
* Collecting of money from patrons in exchange for products/cashier.
* Sales

## Teacher's assistant | Teaching Aide | jan 2015 to aug2015

* Marking examination papers
* Entry of examination grades
* Design homework plans

## Administrative Assistant | Pan American life insurance | Oct 2014 - Dec 2014

* Provide clerical support which included scanning, faxing and copying
* Maintain electronic and hard copy filing system
* Open, sort and distribute incoming correspondence
* Perform data entry and scan documents
* Answer calls from customers regarding their inquiries
* Coordinate meetings, appointments for superiors

## SALES AGENT | Green dot limited | may 2015-sept 2014

* Sale of Cable & internet Sales specialist via telephone
* Entry of sales and cold calls

## data entry clerk & office assistant | Charles lumber yard | april 2009- oct 2011(part-time)

* Entry of stock/stock taking
* Managing/balancing daily accounts

# Education

## school of business and computer SCIENCE (sbcs)

## Foundation in Accountancy Level 1| jan-2015 to Current

## Caribbean union college

## cxc-Caribbean Secondary Examination Certificate 2013

**Subject passed Grade**

* Principle of Business II

# Skills & Abilities

* Makeup Artistry
  + Advance level training
* Nail technician
  + Certificate of participation Ministry of community development 2016
* Barbering

# Reference

# Tigana Thomas

# Secondary School Teacher/Chef

# Caribbean Union College

# 298-1118

Luenda Moore

Secondary School Teacher

Caribbean Union College

292-9995