|  |  |
| --- | --- |
| **CACHET HUTCHINSON**  #54 Esmeralda Road, Cunupia.  (868)-354-8427  [cachet191@hotmail.com](mailto:cachet191@hotmail.com) | |
| **GOAL** | An upward and progressive entry-level position, utilizing my business educational background to develop my skills and expand my knowledge in the marketing sector. |
| **PROFILE** | * Collective, Data-Driven and intensive; works well with little or no supervision. * Skillful in Microsoft Word, Excel, Outlook, PowerPoint and Adobe Photoshop. * Self-starter; dependable and well planned, with a strong work ethic. * Active team player with great communication, writing and interpersonal skills, and the aptitude to work with a diverse team. |
| **EDUCATION** | **BUSINESS ADMINISTRATION**  **Bachelors of Business Administration (specialization-Marketing)**  (April 2017- April 2018)  CTS College of Business and Computer Science  (Strategic management, Human Resource Development, Digital Marketing, etc.)  **Business Associate Degree (specialization-Marketing)**  (May 2016-March 2017)  CTS College of Business and Computer Science  (Management, Entrepreneurship, Marketing Principles and Practices, Accounting, etc.)  **ASSOCIATION OF BUSINESS EXECUTIVES (A.B.E.)**  (July 2015-December 2015)  CTS College of Business and Computer Science   * Accounting- Higher Distinction * Quantitative Methods- Higher Distinction * Business- Higher Distinction * Business Communication-Merit   **CARIBBEAN SECONDARY EXAMINATION CERTIFICATE (C.S.E.C)**  (September 2014- June 2015)  St. Augustine Secondary School   * Mathematics Grade I, * English A Grade I, * Principles of Business Grade I, * Social Studies Grade II, * Human and Social Biology Grade II.   **COMPUTER LITERACY CERTIFICATE**  (October 2012- March 2013)  Civilian Conservation Corps. (C.C.C)   * Microsoft Office Specialist- Grade A   MODULES- Microsoft Word, Excel, Access, Outlook, PowerPoint. |
| **WORK EXPERIENCE** | **CUSTOMER SERVICE WORKER**  Wendy’s Restaurant, Montrose, Chaguanas.  October 2015- Present   * Organized, documented and packed customer orders. * Sanitized and stocked the eating area’s   utensils.   * Prepared specialty sandwiches and meals on the Sandwich line. * Worked the cash register and restocked the fridge with meats.   **GENERAL WORKER**  Auntie Anne's, Trincity Mall, Arouca  June 2013- July 2015   * Sanitized and cleaned the work area and eating area before the opening of the store * Restocked shelves and signed for incoming goods and supplies * Prepared, styled and baked specialty pretzels, sticks and cinnabon pastries in the oven * As shift manager, oversaw and managed a minimum of 5 workers on a daily basis   **FILING ASSISTANT**  Civilian Conservation Corps. (C.C.C), Old Teacher's Training College, D'badie.  April 2013- August 2013   * Documented and labeled all outgoing files * Organized and maintained the filing cabinets * Monitored and recorded all incoming, outgoing files, documents and stationaries. |
| **REFERENCES** | **Ms. Donna Mitchell**  General Manager  Wendy’s Restaurant  Montrose, Chaguanas.  672-6891  **Mr. Harold Charles**  Administrative Manager  Civilian Conservation Corps. (C.C.C)  Old Teacher's Training College, Mausica Road, D'badie.  646- 5404  **Mr. Akeno Charles**  Wendy’s Training Manager  Wendy’s Restaurant  Montrose, Chaguanas.  672-6891  **Ms. Gwendolyn Mitchell**  Shift Supervisor  Wendy’s restaurant  Montrose, Chaguanas.  672-6891 |