***Rayanna Sutton Pierre***

Lp #2 Railway Road

Caroni

18683888729

[rayanna9866@yahoo.com](about:blank)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Career Objective***

Pursing a Position in **Customer Service Representative**

***Skills Summary***

* Reliable, Loyal and Hardworking
* Communicate clearly and effectively
* Great interpersonal skills, enjoys working with others
* Self-motivated, organized and well-mannered
* Able to take direction and accept and use feedback from constructive criticism
* Computer literate

***Relevant Experience***

***Clerical Skills***

* Filing papers, sorting mail, mailing letters and packages.
* Provide courteous, helpful customer service
* Helped customers identify service or products that best suits their needs
* Show a professional attitude and appearance at all times
* Keep stock room clean and organized; stock shelves with product
* Highly adaptable at learning and understanding new procedures
* Customer service, greeting customers, referring them to the right people, making appointments
* Running errands or taking orders for various requests
* Helping people set up PowerPoint presentations, setting up meeting rooms
* Using a fax machine, printer, and photocopier
* Answering phones, using a phone switchboard or managing multiple lines
* Taking messages, sending or making memos

***Education***

St. Augustine Senior Secondary School 2005 - 2007

Erindale Secondary School (Ontario, Canada) 2007 – 2009

Peel Alternative School West (Ontario, Canada) 2009 - 2010

***Employment History***

**Camp Counselor**  Mississauga Martial Arts Centre.   
(Ontario, Canada) summer 2008

**Civilian Conservation Corps** Woodford Lodge, Chaguanas.

Oct, 2010 - Mar, 2011

**Forward Focus (Digicel)** Cor. Evans Street & SMR, Curepe.

May, 2011- August, 2013

**Cell Serve (Bmobile)** Cor. Havelock St& SMR, Curepe.

Sep, 2013- Oct, 2014

**Dollarama**  2150 Burnhamthorpe Rd W

(Ontario, Canada) casual 2015

**YTTEP Ltd.**

Chaguanas Nov, 2016- Mar,

2017.