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|  | 🞂**Gabriella Forde**  LP#60 Upper Layan Hill Belmont, Port of Spain  Phone: 1868-366-0085  E-mail: fordegabriella@hotmail.com |

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|  | Objectives  My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.  Education  Secondary Bishop Anstey High School East 2010-2015  Mathematics I  English III  Principles of Business I  Literature II  French III  Office Administration II  Physical Education and Sport II  Human And Social Biology III  Tertiary UWI Open Campus 2015- 2017  2 Year Certificate in Business Management and Technology  Experience  **Assistant**  2013 – 2015  The Bouncing Zone   * Assisted in supervising a family owned business - monitoring bouncing castles whenever in use * Monitoring bouncing castle customers * Ensure that bouncing castles are stored correctly * Food cart assistant * Handling financial transactions   **Sales Clerk - December 2016 (1 month)**  Toy Mart   * Greet customers when they arrive at the store and ask if they need assistance * Suggest upsell items to customers based on the items they have chosen * Call other stores when necessary to find items in stock * Replace merchandise on the shelves, paying special attention to end caps * Arrange special sale and clearance items at the front of the store for maximum visibility * Build rapport with customers and provide them with genuine guidance and support * Train new sales staff as needed by management   Skills/ Extracurricular activities   * Dance ( folk dance) * Volleyball * Brown Belt elite Karate * Volunteer – Special Olympics 2017 * Experience in Information Technology, Micro Computers and Network Systems   References   * Patricia Martin   Shift supervisor – T&T Water Taxi  1868-388-3495   * Cynthia Langdon   Retired teacher – UWI Open Campus  1868-667-6210   * Giselle Franklin   Owner of bouncing zone  1868-469-3810 |
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