**MELISSA URSULA RICHRDS**

**45 Savannah Road**

**#1 Diego Martin**

**Trinidad W.I.**

**Tel: 868 675-4477 (Home)**

**Cell: 868 799-3144**

**OBJECTIVE** To accomplish my goals in life to the best of my ability while gaining experience in the work place.

**EDUCATION**

**2005-2007** St. Augustine Senior Comprehensive School

**2002-2005** Barataria Junior Secondary School

**Subjects Attained at CXC Level (General)**

English A III

Integrated Science III

Principles of Business III

Electronic Documents Preparation Management (EDPM) III

**Extra Curricular Activities**

Member of:

-Youth Group

-Choir

-Prayer Group at Mary Immaculate Queen of the Universe R.C Church

**Work Experience**

2009- January 2012 – Dee’s deals Electronics

Position: Sales Clerk

2012-May 2015- Moulton Hall Methodist School

Position: Teacher Assistant

**References**

**Mrs. Isylne Anne Thomas**

**Principal of Moulton Hall Methodist**

**School**

**Contact-759-1158**

**Mrs. Donna Bertrand**

**Principal (Coryal Secondary School)**

**Contact-788-1344**