**Kemi Clarke**

*#1513 Southern Main Road,*

*Cochrane Village, Guapo.*

*Tel Number: 301-2707, 313-0795*

*Email-* [*kemi-clarke@live.com*](mailto:kemi-clarke@live.com)

**Objective:** To use my training and experience in the customer service while contributing to the development of your establishment.

**Education:** Point Fortin West Secondary School 2007-2012

Trinzuela Tech& Voc Collage- Secretarial 2014

**Qualification:** ***Subject***  ***Proficiency Grade***

C.X.C O’LEVELS Electronic, Document General II

Preparation & Management

Human and Social Biology General III

Office Administration General III

Principles of Business General III

City & Guilds: Typewriting First class pass

LvL1 Award in Office Procedures Pass

LvL 1 English for Business Comm Pass

LvL 1Book-Keep and Accounts Pass

Basic IT for Office Applications Pass

**Training:** GAP- Elderly Care 2016

Trinzuela Tech& Voc Collage- Secretarial 2014

NESC-Electrical Installation 2013

TTYSC-Sailing 2012

NESC-Computer Literacy 2012

**Interests:** Child Care,

Singing.

**References**: **Ms. Shevon Robinson Mrs. Lisa Hosein-Mohammed**

Customer Service Representative Teacher

Unit Trust Corporation Point Fortin West Secondary

Tel: 355-2507 Tel: 785-0530