Delene Sinclair

#4 St. James Terrace,

St. James.

Phone: (868) 767-5286

Email: [delenesinclair@yahoo.com](mailto:delenesinclair@yahoo.com)

**Objective**

To gain a better understanding in the world of work as well as expand my knowledge in the various fields of a business. It is also to embrace a higher level of responsibility.

**Qualification**

CSEC

Mathematics – 1

English A – 2

Integrated Science – 2

Principles of Business – 1

Principles of Accounts – 2

Office Administration – 2

Food and Nutrition – 3

CAPE

Communication Studies - 3

Accounting (unit 2) - 5

Economics (unit 2) -5

Management of Business (unit 2) -4

Caribbean Studies - 4

Accounting (unit 1) - 5

Economics (unit 1) - 6

Management of Business (unit 1) - 5

**Education**

San Fernando Girls’ Anglican School (September 2001-April 2008)

Debe Secondary School (September 2008 – July 2015)

Currently pursuing a BSc in Banking and Finance at Uwi Open Campus (Online)

**Hobbies**

Reading

Writing

Singing

Swimming

Badminton

**Experience**

Sales Representative (JCP and More)

* Keeps management informed by submitting activity and results reports
* Resolves customer complaints by investigating problems
* Customer Service

Kentucky Fried Chicken

* Cashier
* Packer
* Customer Service

**References**

Jennifer Armstrong

(Manger of JCP and more)

(868) 745-4089

Mr. Romeo Gunness

(Principal of Debe Secondary School)

(868) 647- 2405

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