**Jason Gould**

# 9B UPPER GERBERRA AVE.,

COCONUT DRIVE, MORVANT.

342-3743 ( Jgould055@gmail.com )

**TO**: **HUMAN RESOURCE MANAGER,**

**MASSY STORES,**

**#39 A WRIGHTSON ROAD,**

**PORT OF SPAIN.**

Greetings, and thank you for taking the time to review my resume. I am a very willing and hardworking individual, that have also acquired some interesting skills. Currently, I’m seeking employment. I am interested in any position within your company for which I’m qualified and I hope I can join the team. If you have any questions regarding my resume or pertaining to myself, please feel free to use the contacts provided. Again, I thank you for reviewing my resume and look forward to hearing from you in the near future.

**OBJECTIVE:**

Seeking a grocery attendant/replenisher position in your establishment as it is recognized for hard work and reliability which would strengthen my capabilities.

**SKILLS:**

• Experience in Graphic Design for over ten (10) years

• Quantity Surveying Skills

• Very Good skills in Microsoft Office

• Excellent communication skills (oral and written)

• Good skills in fabrication and painting

• Mass making skills (designing, braiding, embellishing etc.)

• Programme designing skills (crime reduction, education etc.)

**COMPETENCIES:**

• Customer Service Skills

• Very good problem solving skills

• Reliability

• Honesty

• Flexibility

• Good communication skills

• Ability to work with little or no supervision

**EDUCATION:**

SUCCESS LAVENTILLE COMPOSITE SCHOOL **1991-1996**

**CXC: Art** – Grade II

**Principles of Business** – Grade II

**English** – Grade III

**CURRENTLY PERSUING….**

**{ ABE }** IN BUSINESS MANAGEMENT.. AT PROFESSIONAL INSTITUTE OF MARKETING AND BUSINESS STUDIES LTD.

**EXPERIENCE:**

**UNEMPLOYMENT RELIEF PROGRAMME**

(Material supervisor) for LAVENTILLE WEST. 2015 - PRESENT

* Advising the government on the purchase of materials, equipment, tools and stationary for various projects.
* Procuring various materials, equipment, tools and stationary.
* Distributing various materials, equipment, tools and stationary as needed for projects.

**KEYLEMANJAHRO SCHOOL OF ARTS AND CULTURE**

(Mas Maker and Secretary) 2016 - 2017

• Balance sales and receipts daily

• Maintains records of all transactions

• Provide excellent customer service by entering cash

transactions speedily and accurately

• Design customs to specifications

• Train Moko Jumbies

• Create and dispatch letters to other affiliates and sponsors eg. Government organizations

**CRITICAL ASSET PROTECTION LIMITED**

(Security Officer) 2014 – 2015

• Secure entrances and exits

• Ensure stocks, customers and personnel are safe

• Submit reports regularly regarding activity on premises

**HEADGEAR GRAPHIC DESIGN STUDIO**

(Graphic Artist and Sales Agent) 2002 - 2015

• Concept and Design

• Printing, sign and banner making

• Develop brochures, flyers, newsletters, magazines, business cards etc.

• Secure contracts for the company

**FDV CONSTRUCTION AND MAINTENANCE LIMITED**

(Corporate Secretary) 2003-2005

• Schedule and supervise contracts for the company

• Periodical checks of materials, labour and payroll

• Quantity surveying for contracts

• Record management of files and data

• Compose and dispatch letter to various stakeholders, investors, Government organizations, etc.

**REFERENCES:**

NKRUMA HUTCHINSON #758-3814

(Chief Executive Officer) HEADGEAR GRAPHIC DESIGN STUDIO

DARREN CORRIDON #380-3665

(President) PICTON FOLK PERFORMING COMPANY

MICHEAL THOMAS #493-5892 / 345-1627

(Draughts man) UNEMPLOYMENT RELIEF PROGRAMME