**Objective:** To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**Education:** **University of the West Indies- Pre-School Teachers Course**

**San Juan North Secondary School- Academics**

**Subjects:** English A English B

Mathematics Social Studies

Principle of Business Integrated Science

**Experience**  **Educare Limited- Customer Relation Specialist (Certified) 98-2000**

\*Door to door sales

**Police Administration Building- Clerk 1 (Certified) 2002-2003**

\*Provided Administrative Support Services

\*Filing of Documents \*Data Entry

\*Dispatching \*Telephone Operator

**Radical Designs Ltd –Head of Distribution 2003-2007**

\*Customer Relation Specialist \*Assistant Manager

\*Retail Outlet Manager \*Data Entry

\*Head of Distribution \*Operation Manager of Retail Outlet

**Inspire de Collecté – Operations Manager 2007-2016**

\*Customer Relation Specialist \*Head of Distribution

\*Inventory Clerk \*Administrative Duties

\*Filing of documents \*Data Entry

\*Dispatching \*Telephone Operator

\* Social Networking \* Regional travel

**Employee Benefits: Skills**

\*Field Researcher \*Telemarketing

\*Fax Machine \*Photocopy Machine

\*Scanner \*Intercom

\*Printer \*Microsoft Suite

\*Web Sourcing \*Data Entry

\*POS System \*Social Networking

\* Field Supervisor \* Verifying/Coding

**Hobbies:** Reading, Singing, Fashion Industry

**Referees:** **Johnny Mc Collin: General Manager**

Contact298-2395

**Melissa Primus-Kerr:** Registered Nurse

Contact: 1(868) 728-8514

**Abby Joseph:** General Manager

Contact: 1(868) 742-9228