**LISA BROWNE**

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**OBJECTIVE PROFILE**

To become associated with the company where I can utilize my skills and gain

further experience while enhancing the company’s productivity and reputation.

**EDUCATION/QUALIFICATIONS**

Pleasant Senior Comprehensive School [1997-1999]

5 CXC O’Level Passes

SUBJECTS

* English
* Office Administration
* Principles of Business
* Social-Studies
* Visual Arts

ADMINISTRATIVE CAREER TRAINING INSTITUTE AND RECRUITMENT AGENCY

CLERICAL ASSISTANT:

* Memos & Letters
* Computerized typing
* Filing
* Supporting the reception desk
* Sending and receiving emails
* Use of office equipment
* Practical Training

**ADDITIONAL TRAINING**

MINISTRY OF SCIENCE & TECHNOLOGY & TERTIARY EDUCATION

LIFE SKILLS DEVELOPMENT ON THE JOB TRAINING:

* Intrapersonal & interpersonal Skills
* Communication Skills
* Financial Life & Employment Skills
* Managing the Environment

P&R LEARNING CENTRE

OFFICE ADMINISTRATION:

* Telephone Operator
* Receptionist
* Secretarial & management

NATIONAL ENERGY SKILLS CENTRE

COMPUTER ADVANCE-Microsoft Word & Power Point

INSTITUTE OF TIERTIARY TUTORS:

COMPUTER LITERACY- Microsoft Word, Excel, Power Point & Access

**JOB EXPERIENCE**

* Clerical Assistant-St Gabriel’s Girls’ R.C. School
* Receptionist- General Earth Movers
* Secretary - Paul’s Diesel Services

Customer Service Representative/Sales Representative:

* J&K Signature Styles
* Teaching Essentials
* R.I.K. Services Ltd
* Payless Shoe Source
* Hot Up Zone

SPECIALIZED SKILLS:

* Customer Service
* Dedicated
* Hard Working
* Honest
* Trustworthy
* Sincere
* Patient

REFREES:

* Mr. Eugene Norville-Pleasantville Senior Comprehensive School

(Teacher) 657-9070

* Ms. Florrie Ramlochan-P&R Learning Centre

(Principal) 741-1080.