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| Danicia j atwell  #24 Drayton Street, San Fernando · 384-1320  daniciajay@gmail.com |
| Objective To achieve employment and succeed in a stimulating and challenging environment while building the success of the company and advancement opportunities. |

# Experience

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| Jan 2016 – July 2017Receptionist, k & D Auto Rentals |
| June 2014 – Nov 2015Collection rep, island finance Trinidad limitedSEPT 2013 – JAN 2014Office assistant/Receptionist, Taj imports limited |

# Education

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| CurrentlyAssociate of science degree in mgmt, roytec |
| June 20135 Cxc o'Level passes, san Fernando West Secondary |

# SKILLS

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| * Proficient with Microsoft Office suite, including Word, Excel and PowerPoint. * Always keep a positive attitude & very willing to learn * Great communication & interpersonal skills | * Great at multitasking, prioritizing, problem solving as well as handling pressure. * Possess a confident personality with a strong work ethic * Familiar with Daybreak Lending suite |

# ACHIEVEMENTS

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| * Certificate of Merit in Leadership * Attained the rank of Corporal in the Trinidad and Tobago Cadet Force * Certificate in Advanced Computerized Typing | * Certificate of Merit in Sports * Awarded Best Cadet & Certificate of Appreciation for Dedication & Commitment * Certificate for Introductory Award in Leadership |

# References

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| * Provided upon request |  |