**Lydia John**

**# 45 Silk Cotton Road,**

**Battoo Avenue**

**Marabella.**

[**Lydia.john1@hotmail.com**](mailto:Lydia.john1@hotmail.com)

**308-2817 (Mobile)**

**OBJECTIVES:**

To succeed in any environment while contributing to the success of the company as I advance my level of experience

**EDUCATION:**

**Gasparillo Secondary School**

* English
* Mathematics
* Integrated Science
* Principles of Accounts
* Principles of Business
* Office Administration
* Electronic Document Preparation and Management
* Biology
* Physics

**University of the West Indies**

* Certificate in Business Management

**WORK EXPERIENCE:**

**Mario’s Restaurant**

**Customer Service Representative (June 2015 to August 2015)**

* Meet and greet customers
* Ensure that dining area and general restaurant was tidy
* Take accurate orders from both customers and employer
* Carry out any work related duties requested by my immediate supervisor

**Other Related Skills:**

As a student I was employed as an Assistant Secretary at the Southern Marine Steel band Foundation, during their annual summer camp. This position allowed me to improve my filing and computer skills, along with my ability to interact with people on varying levels. My organisational skills, along with that of my ability to give and follow instructions have also improved. I am also adept with working with Microsoft office(word, excel and power point).

**HOBBIES:**

Playing pan; Volunteer work; Socializing; Reading