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| ***Kerri Seale***  Email:kerri.seale@hotmail.com  Telephone: 1-868-366-5412 | | |
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| Education  * **CSEC** * Mathematics-Grade 1 * English A-Grade 1 * English B-Grade 1 * Physics-Grade 1 * Biology-Grade 1 * Chemistry-Grade 1 * Additional Mathematics-Grade 2 * Spanish-Grade 2 * **C.A.P.E.** * Caribbean Studies-Grade 2 * Biology Unit 2-Grade 2 * Communication Studies-Grade 3 * Biology Unit 1-Grade 3 * Physics Unit 1-Grade 3 * Physics Unit 2-Grade 3 * Pure Mathematics Unit 1-Grade 3 * Pure Mathematics Unit 2-Grade 2 | |  |
| Qualifications Summary | | |
| * Ability to write and proofread various types of documents. * Ability to settle in a working environment as per required. * Ability to multitask. * Excellent communication skill. * Experience in the field of fundraising. * Excellent team player. | | |
| Computer Skills | | |
| * Experience with both PC and Macintosh Computers. * Proficient in Microsoft office and Internet handling. | | |
| Work Experience  * Temporary receptionist at Cole and Associates Limited- August 2014; Job description – Greet persons entering establishment, answer phone calls, restock stationary supplies at reasonable intervals, create any required documents, sign for deliveries, enter any required data into the system, order supplies as needed by Cole and Associates limited. * Volunteer usher– 2013 and 2015. * Seamstresses’/Designer’s assistant- 2013-2014. * Assistant tutor. | | |