CARLETTE SIMMONS

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**OBJECTIVE:** To work in an organization that will give me the opportunity to work with all my ability and knowledge I have developed over the years.

**CAREER SUMMARY**: Currently work as an On the Job Trainee (textbook rental assistant) at Malabar Secondary School for the period May 2015 to present.

**EDUCATION**

Five Rivers Government Secondary School 2008-2013

* + CXC Electronic Document Preparation and Management Grade III

Johnson’s Finishing School 2013-2014

* + English A Grade III ( CXC Jan 2015 Grade II)
  + Principles of Business Grade III
  + Social Studies Grade III

Civilian Conservation Corps 2014-2015

* Certificate in Computer Literacy Grade B
* UWI Open Campus I.T. Academy (Microsoft Office Applications Grade A)

References available upon request.