Celine James

(868) 474-0183

[celinemjames@gmail.com](mailto:celinemjames@gmail.com)

#107 New City Avenue

Marabella

**EDUCATION**

**St. Joseph’s convent San Fernando 2012-present**

CSEC May/June 2017

Subjects Grades

Mathematics I

Additional Mathematics I

Principal of Accounts I

English Language I

English Literature I

Biology I

Chemistry I

Geography I

Economics I

Spanish II

**WORK EXPERIENCE**

Corrosion Systems Limited, Cocoyea, San Fernando

Receptionist

* Managed receptionist area in a neat and organized manner
* Greeted and attended to all visitors and responded to telephone and in person request for information
* Distributed incoming mail to respective recipients throughout the office
* Received and distributed faxes and mails in a timely manner

**SKILLS**

Oral and written communication skills

Proficiency in the use of Microsoft programs

Experience working with groups as well as individual assignments

**References**

Michael James

Director

Corrosion Systems Limited

#21 Dallas Avenue, Cocoyea, San Fernando

Contact 652-6644(work)

724-4896(mobile)

