# ***Shinelle lewis***

**#LP 26 TROU MACAQUE RD, UPPER LAVENTILLE**

**PORT-OF-SPAIN,**

**TRINIDAD**

**868-388-1498**

**Shinelle.lewis@yahoo.com**

##### SUMMARY

To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through my previous work experience.

## EDUCATION

1995 – 2003 Laventille Girl’s Government Primary School

2003– 2008 Morvant Laventille Secondary School (CXC)

Mathematics

English

Social Studies

Information

Technologies.

Literature

#### BUSINESS EXPERIENCE

Island Club Casino Limited 2015 –2017

**Receptionist**

* Responsible for answering and routing calls promptly.
* Greeting visitors, and handling inquiries from the public
* Responsible for making membership cards.
* Responsible for the cleanliness & orderliness of the reception area
* Implements visitor management policy & procedure
* Responsible for employees roster and sign in times.
* Responsible for employees sick leave and contracts.
* Filing, scanning, faxing, printing as well as typing specific documentation
* Preparing general correspondences and customer assessments as needed
* Performs other duties that may be assigned from time to time.

Royal Princess. 2011-2012

**Receptionist**

* Greeting visitors, and handling inquiries from the public
* Responsible for registering new members and guests
* Helping prepare for events.

**Page 2 of 2, Tel: 868-388-1498** **SHINELLE LEWIS**

PERSONAL INTERESTS/ACTIVITIES

Reading, Volleyball, Netball, Dancing, Computer Activities, Cosmetology

COMPUTER SKILLS

**Proficient in:**

* Microsoft Office (PowerPoint, Excel, and Word)
* Microsoft Outlook and other email
* Proficient on 10-key calculator and computer number keyboard.

REFERENCE

Michael Barrett (868)326-9343

Complex Solutions Ltd Business Owner

Keron Edwards (868)307-1352

Trinidad And Tobago Defends Force