**LEANNA A. HUDSON**

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**CURRICULUM VITAE’**

**NAME:** Leanna A. Hudson

**ADDRESS:** 120A Tarouba Road Marabella

**MARITAL STATUS:** Single

**NATIONALITY:** Trinidadian

**CONTACT NO.:** Tel: 1 (868) 678-4491 (Mobile)

**E-MAIL ADDRESS:** [leannahudson@icloud.co](mailto:g.lalchan@hotmail.com)m

**OBJECTIVE:**

To become integrated into an organization that offers me a constructive workplace for communicating and interacting sufficiently with all personnel.

**EDUCATION:**

***2006 - 2007***

***ST GEORGE’S ACADEMY***

*MATHEMATICS Grade 3*

*OFFICE ADMINISTRATION Grade 3*

*HUMAN SOCIAL BIOLOGY Grade 2*

***2001 - 2006***

***ST STEPHEN’S COLLEGE***

*ENGLISH A Grade 2*

*ENGLISH B Grade 2*

*HISTORY Grade 3*

*INTEGRATED SCIENCE Grade 3*

*GEOGRAPHY Grade 3*

*SOCIAL STUDIES Grade 3*

*PRINCIPLES OF BUSINESS Grade 3*

**WORK EXPERIENCE AND EMPLOYMENT BACKGROUND**

***HOTEL TOKYO RESTAURANT AND BAR***

***2010 – Present:***

*(1) Assistant Manager*

*(2) Office Assistant*

*(3) Payroll Officer*

*(4) Responsible for up keeping of all business documentation*

*(5) Staff Supervisor*

*(6) Stock Purchasing and Inventory Clerk*

*(7) Internal Auditor*

*(8) Data Entry and Filing Clerk*

*(9) Customer Support Representative*

*(10) Accounting*

***SHOETIQUE***

***May 2008 – March 2009:***

*(1) Sales Clerk*

***HOT UP ZONE***

***July 2006 – August 2007:***

*(1) Sales Clerk*

**COMPUTER LITERACY:**

Microsoft Office Suite.

**PERSONAL TRAITS:**

* I am able to work well by myself or in a group.
* I always aim to complete the delegated tasks in as minimal time possible.
* I always work to achieve excellence in everything I undertake.

**HOBBIES:**

(1) Outdoor and Sporting Activities

(2) Cooking

(3) Reading

(4) Socializing

**REFERENCES:**

*Mr. Richard Pragg*

*Project Manager*

*V&S Consulting Services Limited*

*Tel: 1 868 299-5642*

*Mr. Glen Lalchan*

*Managing Director*

*Integrated Dynamics & Consulting Services Limited*

*Tel: 1 868 388-8332*

*Ms.Barbara Rambaran*

*Manager*

*Hotel Tokyo Rest and Bar*

*Tel: 1 868 302-5528*