**Education**

UWI Roytec School of Business and Applied Studies

**Diploma -** Human Resource Management. (September 2015- August 2016)

St. Augustine SeniorComprehensiveSchool**-** CXC O Levels

Polytechnic Institute- CXC O Levels (2011-2015)

* Principles of Business 1 **distinction**
* Office administration 1 **distinction**
* Social Studies 11
* Human and social Biology 11
* English language 111
* Computer literacy
* Awaiting mathematics

**Professional Experience**

**DROP Taxi** Service – dispatcher September 2016 to march 2017

1.Dispatch drivers to customer location .

2.customer service .

**East side bakers**-April 2016 to March 2017

.Part time HR assistant on weekends

1.Conduct Interviews

2. letters such as warnings suspension and dismissal.

3. Hearings on disaplinary conduct.

4. Filing.

5. Rotational supervision of staff.

6. Placement of staff in to assign Branches.

7. Correspondence to management in all Branches.

**Island finance - August 2nd 2015 to August 2016**

1. loans processing

2. filing applications

3. marketing applicants

Massy Stores- 2007 – 2013, 2013-2015

* Money Gram
* Cashing
* Inventory Control
* Loyalty Cards Representative
* Sure pay bill payments
* Data entry
* **Main Customer service Representative for alyce glen massy**

**Skills**

* Research
* Customer Service
* Computer literacy
* Organizing

**Hobbies**

* Reading
* Cooking
* Driving
* Athletics

**References**

Furnished upon request

Human Resource Manager

Dear Sir/Madame

I would like to apply for a position in your organization.

I am an honest, mature, analytical thinking individual with over seven years in the customer service and finance environment .I possess the ability to multitask and cope with a fast-past demanding work environment.

My academic qualifications include five o’level passes with two distinctions and a Diploma in Human Resource Management.

I appreciate your consideration and, I am available upon your request for an interview.

Thank you in advance

Yours respectfully Nicole Huggins

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