**Ife Jemmott**

**Address:**

**Lp 9 China Town Belmont,**

**Port of Spain, Trinidad**

**Mobile: (868) 340-1927**

**Email: Ifejemmott10@hotmail.com**

EXPERIENCE

2017 Rowan’s Head Office

**Filing Clerk**

* Manually sorted and filed invoices both numerically and alphabetically.
* Manually sorted and filed cheque requests in a numerical order.

2017 First Citizens Investment Services

**Administrative Assistant Grade 3**

* Assisted with the opening of brokerage accounts.
* Responsible for maintaining order in the receptionist area by keeping the clients in numerical order.
* Contacted new clients to schedule appointments for the opening of brokerage Accounts.
* Assisted with the completion of applications for existing and new clients that were purchasing shares.
* Ensured that all the clients who were opening new brokerage accounts had there relevant and updated documents.
* Ensured all cheques that were used to purchase shares were done accurately.
* Copied the client’s documents.
* Scanned client’s documents onto the system.
* Manually sorted and filed clients documents numerically.

2016-2017 Rib Shack

**Customer Service Representative / Cashier**

* Took customers’ orders and cashed them.
* Called customers’ orders and served them their food.
* Restocked the refrigerator each night after closing time.
* Cleaned the dining area each night after closing time.

2016 Subway Restaurant

**Sandwich Artist/ Cashier**

* Cashed customers’ orders.
* Prepared sandwiches.
* Cleaned at the end of each shift.

2015 Kapok Hotel

**Trainee**

* Trained in the accounts department.
* Trained in the restaurant.
* Trained in the sales department

2014 Super Pharm

**Trainee**

* Trained in the store.
* Trained in the stock room area.

2014 Corpus Christi Day Nursery

**Trainee**

* Trained in the nursery.
* Trained in the kitchen area.

EDUCATION

* **2011-2016 Corpus Christi College**
* **2004-2011 St Catherines Private School**

CXC:

* English A - 2
* Mathematics - 2
* POB - 1
* Food & Nutrition - 2
* Integrated Science - 2
* Social Studies - 2
* Office Administration – 2

OTHER SKILLS

Intermediate with Microsoft Office (Excel, Word, PowerPoint, Outlook).