*Caroline.a.mora*

***#45 Lopinot settlement, Arouca***

***Tel# 796-5583***

***Email: Cmora@yahoo.com***

***D.O.B- November 9th 1991***

# *Objectives*

To secure full time employment in a well recognized company in which I can utilize

My skills while providing an opportunity for mental growth and advancements

# *Experience*

***RITUALS COFFEE HOUSE (Trincity mall )***

***FEB 2009 – MAY 2009***

**Duties included**

•Customer service representative

•Barista

***SCHOOL OF ACCOUNTING AND MANAGEMENT***

***JUNE 2009 – NOV 2009***

**Duties included**

**•** cashier

**•**Barista

***TOURISM TOUR GUIDE (Lopinot village)***

***NOV 2009 – JUNE 2010***

***•***Timekeeper

***PARAS SINGH GENERAL CONTRACTORS (Rio claro)***

***NOV 2011 – APRIL 2012***

**Duties included**

•Timekeeper

***ANGEL’S CLOTHING STORE ( Trincity mall)***

***APRIL 2012 – SEP 2012***

**Duties included**

•Customer service representative

***PAINT MASTERS LTD. ( Arouca )***

***NOV 2012 – APRIL 2014***

**Duties included**

• cashier

• stock inventory

• estimate writing

• bookkeeping, accounts payable/receivables

# *EDUCATIOn*

***MT. HOPE JUNIOR SECONDARY SCHOOL***

***2004 – 2007***

***ALI’S PRIVATE SCHOOL***

***2007- 2008***

***YOUTH TRAINING EMPLOYMENT PARTNERSHIP PROGRAMME***

***2012***

***•*Bread and pastries( full certificate )**

***YOUTH TRAINING EMPLOYMENT PARTNERSHIP PROGRAMME***

***2015***

**• childcare attendant (full certificate)**

***YOUTH TRAINING EMPLOYMENT PARTNERSHIP PROGRAMME***

***2012***

***•*Micro entrepreneurship course**

# *PERSONAL ATTRIBUTES*

•***Customer oriented***

***•Social worker and quick learner***

***•organized, accurate, determined and detail oriented***

***•flexible and adaptable to change***

***REFERENCES***

***Ms. Lyndsey – Ann Murray***

***Clerical assistant***

***District revenue office***

***Tel no. 313-4612***

***Mr. Kerry Bain***

***Fire officer***

***Ministry of national security***

***Tel no. 776 – 9350/ 387 - 8387***