RESUMÈ

**NAME:**  Michaeline Brooks

**ADDRESS:** #5 Dean’s Drive Oropouche Road, Sangre Grande.

**TELEPHONE NO.** 330-5674

**E-MAIL:**  michaelinebrooks98@gmail.com

**DATE OF BIRTH**: 20th November, 1998

**OBJECTIVE:** To enter into a dynamic organization where my skills and experience will improve myself and the organization.

**QUALIFICATION: CXC Examinations:**

**Principles of Business II**

**General Costemetology Level 1 (Certificate)**

**WORK EXPERIENCE**:

Penny Wise Cosmetics Arima June-September 2014

Furniture plus Tunapuna June-September 2015

Customer Service Representative

Duties include:

* Assisting the public with choosing the right gift and greeting cards
* Replenishing of stocks
* Assisting customers with choosing of cosmetics for various skin types
* Meeting and greeting costumers

Other skills and training

Computer literate in Microsoft Word and spread sheet.

Office Procedure and Book Keeping

Type Writing

Business Accounting

Basic IT

English for Business Communication

**INTEREST AND HOBBIES:**

Netball, Missionary Work, Youth Group, Family Reunions, Swimming and Reading.

REFERENCES: Mr. Eston Smith Mr. Andy Williams

Civilian Conservation Corps. Civilian Conservation Corps.

Regional Manager Team Commander

Sangre Grande Port-of-Spain

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