**Monique Bartholomew**

#62 Robert Street

Woodbrook

Phone: 721-6802 / 496-2364

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**Objective**

Seeking a position in the cashiering field where exceptional analytical and technical skills, and effective cash handling experience can be fully utilized to improve the company’s productivity.

**Education**

**East Mucurapo Secondary School** 2012 – 2014

Caribbean Examination Council Grades

* English 2
* Social Studies 3
* Principles of Business 3

**St. Martin Girls High School** 2009 – 2012

**Experience**

Massy Stores Trinidad [St. Anns] Nov 27th – Dec 31st 2017

***Cashier***

* May assist with the training of new cashiers in the absence of the Grade 1.
* In cases of emergency expected to assist in light merchandising.
* Where applicable to sign off on all Smart Shopper and Sure Pay policies attached or any amendments.

Kappa Caribbean Limited August 2017 – October 2017

***CSR/Cashier***

* Handle cash transactions with customers using cash registers
* Unpacking, organizing, storing and labeling merchandise
* Assist with store stocking and opening/closing procedures
* Maintain clean and tidy store

St. James Meat Cottage February 2016 – January 2017

***Cashier***

* Help replenish shelves
* Answering the telephone to assist customers with inquires
* Issue receipts, refunds or change due to customers

Stoxx July 2015 – January 2016

***Sales Clerk***

* Responsible for ensuring store appearance is clean and presentable at all times
* Promote sales by assisting customers and offering suggestions
* Keep records of sales and prepare inventory of stock

Rolley Data Systems July 2014 – September 2014

***Office Assistant***

* Maintain office filing and record keeping systems
* Answer telephone calls
* Produce letters and memos

**Additional Information**

Private Candidate Caribbean Examination Council Currently Pursuing

* Mathematics

Anticipated Completion Date: May/June 2019

* Fabric Design
* Garment Construction
* Commercial Cookery

**Additional skills**

* Basic Math skills
* Excellent interpersonal communication
* Ability to effectively manage my time and prioritize tasks
* Professional telephone etiquette

**Hobbies and Interest**

Netball

Child care

Singing

**References**

Mr. Nkosi La Croix

IT Technician

Dundonald Hill, Long Circular Road, St. James

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