CHANTEL LAUREL CAMPBELL

#2 Ramgoolie Trace,

Southern Main Rd,

Curepe.

Contact: 490-8338

Date of Birth: April 11th 1995

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OBJECTIVE-I want to excel in a field with perseverance and dedication. In a company where I can use my education to help the company, meet and surpass its goals.

EXPERIENCE –

Rituals Coffee House (September 2016- January 2018 )

Barista

**Duties:**

* Preparing Beverages
* Preparing Sandwiches
* Cashing

Direc One (June 2016- September 2016)

Customer Service Representative

**Duties:**

* Answering incoming calls
* Rectifying Customer Mobile concerns
* Filing
* Updating Customer Mobile Accounts
* Telephone Promotion of new products
* Routing Calls

Ministry of Foreign and CARICOM Affairs (May 2015-June 2016)

Clerical Assistant

**Duties:**

* Answering Incoming Calls
* Filing Documents
* Updating Systems
* Distribution of Books
* Recording Incoming Mail
* Recording Outgoing Mail

Customs and Excise Division (December 2014-March 2015)

Clerical Assistant

**Duties:**

* Answering Incoming Calls
* Filing Manifest/Documents
* Attending to Import Customers
* Verifying information on Incoming Cargo
* Printing Cargo Manifest

Trinity Supermarket (December 2013- March 2013)

Merchandiser/Cashier

S.Chang Variety Store (July- August 2010 & 2011)

Merchandiser/Cashier/Warehouse Attendant

EDUCATION-

South East Port-of-Spain Secondary School (2007-2012)

QUALIFICATIONS- CXC O’ Level

English III

Social Studies III

Principles of Business II

Home Management Economics II

Human and Social Biology III

HOBBIES -Singing, Reading, Netball

REFERENCES–

Chereece Francis

786-4763

Michelle Quashie

763-3103

Cassandra Gibbs

329-7212

Natielia Austin

329- 7289