**LEIHA SOYER**

MAILING ADDRESS: #27 Caura Royal Road, El Dorado

TEL: 1-868-795-4110

EMAIL: leihasoyer@outlook.com

Date of Birth: July 21, 1997

Place of Birth: Trinidad

Nationality: Trinidadian

Marital Status: Single

**OBJECTIVE**

To obtain a position that utilizes my willingness and adaptability, while allowing me to exhibit excellence and efficiency in all my tasks, as an individual or team member.

**SKILLS AND STRENGTHS**

* Microsoft Suite - Word, Excel, PowerPoint
* Problem solving skills.
* Detail-oriented and organized.
* Passionate about customer care and satisfaction.
* Great interpersonal and communication skills.

**REFERENCES**

* **Ms. Joanna Francis Teacher**

Barataria South Secondary School

**Tel:** 378-8394

* **Ms. Ella Granderson**

**Guidance Officer**

Preysal Secondary School

**Tel:** 499-4973

**INTERESTS**

* Dance
* Theatre



**QUALIFICATIONS**

O’LEVEL

**Subject Proficiency Grade**

English A General I

English B General II

Social Studies General III

Theatre Arts General II

**EDUCATION**

Barataria South Secondary School 2009 – 2014

**WORK EXPERIENCE**

**Jan ‘16 – Sept ‘16:** Medical Assistant

Caprica Limited

Job entailed:

- Secretarial duties.

- Scheduling and confirming appointments

- Collecting, compiling and maintaining

confidential patient information.

- Taking patient vitals and stats.

- Sending and receiving of correspondence via email,

phone and fax.

- Financial transactions and records.

- Accounting duties as required.

**Nov ’15 – Jan ’16:** Customer Service Representative

Funky Pets

Job entailed:

Cashier Duties

Maintaining financial records.

Customer service.

Making and receiving phone calls.