**Alexandria Jerome**

#33 Monty Street Marabella

Cell: 327 - 3378

Email- [lexa3773@gmail.com](mailto:lexa3773@gmail.com)

**PERSONAL STATEMENT/PROFILE**

I am a young respectable, hard working individual with a personal drive for excellence who is seeking employment in a progressive organization where I can manifest my skills influencing a high level of productivity to my superiors.

**EDUCATION**

**2009 – 2014 CXC O’ Levels**

Holy Name Convent Point Fortin

English Language **3**

Social Studies **2**

Food & Nutrition **2**

Human & Social Biology **3**

Mathematics 4

**2002-2009 PRIMARY LEVEL**

La Brea Sacred Heart Roman Catholic School

**CORE COMPETENCIES**

* Complaints Management
* Confidentiality Maintenance
* Warm welcoming
* Difficult People Handling
* Continued Professional Development
* Conflict Resolution

**COMPUTER SKILLS**

* Microsoft Word, Excel and PowerPoint
* Typing Speed :56wpm
* Next-Gen Software

**WORK EXPERIENCE Prestige Holdings Ltd. - Subway Restaurant**

**2014 (August-December**) Sandwich Artist / Customer Service

**2016 Dairy Queen Ltd.**

Team Leader

**HOBBIES AND SKILLS**

* Strong verbal and written communication
* Ability to deal promptly with emergency situations
* Able to multi-task and prioritize
* Reading
* Writing
* Learning New Things

References: Akiesha Ambrose

1868 369 4126

Paul Phillip

1868 498 3449