Address: 55 A Harding Place Cocorite, Port of Spain

Contact Number: 868 364-8641

Email Address: [fredrica\_pickup@yahoo.com](mailto:fredrica_pickup@yahoo.com)

**Objective**

 My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**Education**

* **COSTAATT** : A.S in Journalism and Public Relations(pursuing)
* **Holy Faith Convent Penal**: C.A.P.E / A Levels 2013-2015

**Unit 1**: Literatures in English (Grade 2)

Spanish (Grade 3)

Communication (Grade 3)

**Unit 2**: Literatures in English (Grade 4)

Spanish (Grade 4)

Caribbean Studies (Grade 3)

Sociology (Grade5)

* **Holy Name Convent Point Fortin**: C.X.C 2008-2013

**Subjects**: English A (Grade 1)

English B (Grade 1)

Theatre Arts (Grade 2)

Information Technology (Grade 2)

Spanish (Grade 2)

History (Grade 3)

Mathematics (Grade 3)

Biology (Grade 3)

* A Certificate in Administrative Assistant from **Administrative Career Training Institute and Recruitment Agency :** 2016

**Awards**

* Holy Name Convent Merit Awards for numerous subjects
* Spanish Award at Holy Name Convent Point Fortin for highest score at C.X.C 2013
* America Chamber of Commerce Trinidad and Tobago Youth Debate Forum
* Cyclist Course
* Make Up Magic Advanced Make up Course
* Air brush Make up Course

**Work Experience**

* Sale Rep/Make Up Artist at Wonderful World (2015 December- 2016 March)

Duties: To apply makeup to customers

Sales/Customer Service

* Sale Rep/Beauty Consultant at Bryden Pi (2015 July- 2015 October)

Duties: Give consultations about suitable products for customers

Inventory

Sales/Customer Service

* Totally Polished Nail Bar

Duties: Make Up Artist

Events: Caribbean’s Next Top Model

Vale Vibes Breakfast Party

Annual Carnival Tuesday Make Up at Synergy Tv

* Green Dot Limited Ecomms CSR/ Social Media Associate (2016 September – 2017 July)

Duties: Respond to emails

Do up work orders

E-Communicate/telecommunicate with customers (Facebook and E-mail management)

Cable/ISP trouble shooting

* Digicel Direct Sales (2017 July 13th till December 31st 2017)

Duties: Selling postpaid plans to meet specific targets

**Volunteer Work**

* Point Fortin General Hospital
* Holy Faith Convent Angels
* 4H Club

**Skill Set**

* Good Communication Skills
* Bilingual (English / Spanish (C.A.P.E)
* Speaks properly and respectively
* Ability to multi task and work well with others
* Results oriented
* Microsoft Office
* Data Collection / Data Analyzing
* Speech Writing/Presenting
* Image, Etiquette and Protocols for Business

**References**

* Nina Lake

Teacher of Holy Faith Convent Penal

Contact: 868 399-1020

* Anika Dickie

Teacher of Holy Name Convent Point Fortin

Contact: 868 304-5515

* Merlinda Dennie

Customer Service Representative Manager at Green Dot Limited

Contact: 868 741-5768

* Denecia Knutt

Supervisor at Digicel Direct Sales

Contact: 868 488-0312