|  |
| --- |
| **Summary** |
| Talented, self- sufficient and goal oriented are just a few of the qualities that make me capable of functioning both in the foreground and background. I have no problem adapting to changing situations and is thus able to work under pressure with great memory. |

|  |  |
| --- | --- |
| **Education** |  |
| **Name of Institution:** Holy Faith Convent, Penal  **Type of Degree, Diploma or Certificate: Caribbean Advanced Proficiency Examinations**    **Field of study:** Communication Studies, Biology, Geography, Economics, Caribbean Studies    **Dates:** **Start: 09/2013** **End date: 06/2015**      **Type of Degree, Diploma or Certificate:** Caribbean Secondary Examinations Council    **Field of Study:** English A (I), Mathematics (II), English B (I), Biology (I), Geography (II), Principles of Business (I), History (I), Art (I)  **Dates: Start: 09/2008 End date: 06/2013** |  |

|  |
| --- |
| **Work Experience** |
| **EXCELLENT STORES**  C3 Centre Corinth road, San- Fernando  **Position:** Customer Service Representative  **End Date:** September, 2017      **FIRST CITIZENS BANK**  #27 Penal Rock Road, Penal  **Position:** Special Programme (Intern)  **Date:** July-August, 2015 |

|  |
| --- |
| **References** |
| Miss Clarissa Beharry (TEACHER) Holy Faith Convent, Penal **Contact: 766-5932**    Mrs Nerina Mohammed (TEACHER) Holy Faith Convent, Penal **Contact: 765- 6122** |

|  |
| --- |
| **Skills and Certifications** |
| Proficient in Microsoft Office  Experienced in Microsoft Dynamics  Certificate in Makeup and Skin care    TGN Media programme- Certificate in Video production    Certificate in Graphic Design – Airbrushing |

|  |
| --- |
| **Hobbies and Interests** |
| Meeting new people, engaging in research and dabbling in the visual arts |