**Name:** Ms. Shalanna Burke

**Address:** 150 Main Street

Corinth Settlement, San Fernando

**Date of Birth:** 27/02/1995

**Cell:** 326-1318

**Email:** Isabella\_monroe@ymail.com

**OBJECTIVE:**

To progress in my career as a strong administrative and customer service team member in a professional environment that offers room for professional growth and development.

**WORK EXPERIENCE:**

**519 Restaurant**, C3 Centre – July 2017 - Present

**Position:** Clerical Assistant, Cashier and Hostess

**Responsibilities and Duties:**

A multitasking position which requires providing strong clerical support including filing accounts receivable and payable, sending and receiving emails, maintaining employee and client files and general office procedures.

I also did daily cashiering and cash reconciliation with adherence to proper accounting procedures. Prepared cash drops and bank deposits. I also provided excellent customer service as Hostess with the responsibility of promoting specials, managing servers and guest seating arrangements in an environment that seeks 100% guest satisfaction.

**JTA Supermarket**, C3 Centre - Apr.2017 – Jan 2018

**Position:** Cashier

**Responsibilities and Duties:**

Provided efficient and accurate cashiering in a fast paced environment requiring excellent customer service skills and responsible cash handling ability and accountability. Provided support in rostering and as a standby in the event of staff absences and sick calls.

**Unic Flower Shop –** Apr. 2016 – Mar. 2017

**Position:** Clerical Assistant

**Responsibilities and Duties:**

Responsible for ensuring all clerical duties were timely and up to date. Assisted in filing and record retrieval, maintained and updated client database. I was also actively required to respond to client inquiries and schedule appointments.

**Tori Hosein –** Oct. 2013 – Jan. 2015

**Position:** Sales Clark

**Responsibilities and Duties:**

Main duties required were greeting and assisting customers in making choices and close purchases successfully. I also was also responsible for cashiering and closing out the register on a daily basis and assisting with bookkeeping procedures.

**Wonderful World –** Nov. 2012 – Aug. 2013

**Position:** Sales Clark

**Responsibilities and Duties:**

Responsible for greeting potential customers in a hospitable manner and assisted them in selecting and making their purchases. Assisted in answering and returning calls, writing customer receipts. I was also responsible for the merchandising and attractive displaying of the products for sale.

**Educational Backround:**

Modern Business College (2014)

Ste. Madeleine Secondary School (2012)

Studied and Successfully attained passes in the following subjects:

Mathematics

English

Principles of Business

Information Technology

Social Studies

**Computer Literacy:** Proficient in Microsoft Suite and Excel.

**Hobbies and Interests:** Listening to music, dancing, reading, cooking, volunteer work and church activities.

**References:**

Hayden Mootoosingh

General Manager

519 Restaurant

496-6077

Alana Steele

Registered Nurse

620-6710

Kathy Sealy

Professional Associate

486-1126