‍‍Melissa Joseph

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Objective

* I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.
* To obtain work experience in the related field.

Education

tunapuna Secondary school | 2009-2014

* Mathematics: 1
* English: 1
* Electronic Document Preparation and Management: 2
* Chemistry: 3
* Physics: 3
* Biology: 4

Skills & Abilities

Sales

* Understand what the buyer wants.
* Act on what the customer is saying.
* Sell in a buyer-responsive manner.

Communication

* Able to listen, understand and give a good sense of reasoning with all factors of matter taken into consideration.

Leadership

* Assertiveness
* Active Listening
* Motivating Others
* Understanding

Work Experience

Trainee – executive secretary assistant| Water and sewerage authority | June 2015-august 2015

* Format information for internal and external communication – memos, emails, presentations, reports
* Devise and maintain office filing system
* Management information flow
* Prepared trainees’ payroll monthly

Cashier/sales clerk | micles fashion | january 2016-february 2016

* Actively seek out customers in store
* Ensure high levels of customer satisfaction through excellent sales service
* Maintain in-stock and presentable condition assigned areas
* Assess customers’ needs and provide information and assistance.

**DENTAL ASSISTANT | ST. AUGUSTINE DENTAI. ASSOCIATES | AUGUST 2016 – OCTOBER 2016**

* Assist in all Dental procedures: Passing instruments, Operating Suction Devices, Taking Impressions
* Sterilize Dental Instruments
* Patient care: Ensure patient is comfortable at all times.

**References**

**CHARLES JOSEPH | RETIRED TEACHER | 1-868-727-6096**

**BERNICE VESPRY-HARRIS | TEACHER 1 | 1-868-384-7406**