#48 New City Ave, John Jules Trace,

Fyzabad

Telephone Nos. : 1(868) 336-6391 / 1(868) 293-1173 / 1(868) 294-2402

Email: cindy.aca01@gmail.com

**RESUME OBJECTIVE**

I am seeking to apply my skills, my education and invest my time to a potential position as a Cashier at Massy Stores.

EDUCATION

*Youth Training and Employment Partnership Programme (2016-2017)*

* Career Enhancement
* Cosmetology (Hair Styling, Braiding etc)

*Civilian Conservation Corps (2015-2016- Cycle 1601)*

* Microsoft Office Suite 2007 (Word, Excel, Access & PowerPoint)
* Computer Repairs

*Civilian Conservation Corps (2017- Cycle 1702)*

* Secretarial (Office Procedures, Business Communications &Typewriting)

*Fyzabad Secondary School (2007-2012)*

* Mathematics
* English A
* Human & Social Biology
* History
* Information Technology
* Geography
* *Pepper Village Government School (2000-2007)*

**Qualifications**

* English A III
* Mathematics III

Key Skills & Knowledge

**RELEVANT SKILLS**

* Communication skills
* Courteous and polite behaviour
* Ability to work in a busy environment
* Ability to work under pressure
* Flexible
* Team Player
* Able to follow directions
* Organized
* Attention to detail

**PERSONAL SKILLS**

* Excellent manners
* Good written and verbal skills
* Willing to help and assist those in need

**INTEREST & HOBBIES**

* Graphics Design
* HTML & Web Design
* Computer Repairs
* Organizing
* Typing
* Customer Service

*Employment:*

* *Tommy’s- Located on high street Siparia (Retail)*

**REFERENCES**

***Errol Toney Lee***

*Regional Coordinator of Civilian Conversation Corps*

*#101 Alverado Ave, Lowkie Trace, Penal*

*1 (868) 346- 4464*

***Simmone Ramjohn***

*Neighbour*

*#46 New City Ave, John Jules Trace, Fyzabad*

*1 (868) 367- 5436*