**Keda Fraser**

158 Cedar Hill Rd, Claxton Bay

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# Summary

Highly organized and efficient in a fast-pace multitasking environment with the ability to prioritize effectively to accomplish any objectives. I am resourceful and able to maintain a positive attitude and a strong work ethic while I adept at learning new concepts and applying acquired knowledge of your business functions.

# Work Experience

Stingrae Caribbean Ltd 2009 to present

* Position: Seafood Processor

Rituals Coffee House 2008 to 2009

* Position: Cashier/ Sales Clerk

Subway 2005 to 2006

* Position: Sandwich Artist

Gina’s Catering Services 2004 to 2005

* Position: Kitchen Assistant

# Education

## University of the West Indies Open Campus Presently Pursuing

* BSc Banking and Finance Online

University of the West Indies Open Campus 2010 to 2012

* Certificate Early Childhood Care and Education

Caribbean Council for Examination(CXC) 2000 to 2002

* Mathematics 3
* English A 3
* Principles of Accounts 3
* Principles of Business 3
* Social Studies 3
* Spanish 4

Caribbean Council for Examination(CXC) 2010

* Human and Social Biology 3

# Skills/ Training

Trinidad and Tobago Red Cross Society 2018

* Trained First Aid Attendant

San Fernando Technical Institute 2002-2004

* Food preparation and Culinary Arts

Youth Training and Employment Partnership Program 2006-2007

* Craft Certificate Skill for the Automated Office

**Reference**

Available upon request