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| NIA WILLIAMS  Lp#664 Bon Air West, Nautilus Circular, Arouca  (1868) · 490-5192  Email: niawilliamscupid@gmail.com |
| Student with seven years of experience working to further my knowledge in order to eventually acquire an occupation. I believe that I am now fully ready to dive into the working society, I am committed, self-motivated and willing to do my best with whatever is given. |

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| September, 05,2016-2018b.s in ACCOUNTS University Southern Caribbean Currently  Courses done so far,   * Accounting 1 & 2 * Human recourse Management * Computer tools * Communication skills * Academic writing * Algebra * Microeconomics |
| September, 01,2011-2016ST. CHARLES HIGH SCHOOL My 7 o levels include: Principal of business and Accounts, English, Mathematics, Social Studies, Biology, Information Technology. |

# education

# experience

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| assistant secretary health and wellness spa 02/10/2014-21/12/2015  * Set up spa equipment for customers * Manage appointments on Excel, Microsoft office. * Filing * Welcomed customers gracefully |
| data entry, private 02/10/2014-21/20/2015  * Data management. * Transferring data to Excel. |

# Skills

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| * Excellent communication skills * Social perceptiveness * Amazing listening skills | * Self- motivated * Computer literate * Good with Microsoft office(Excel, Word Publisher). |

# Activities

I enjoy writing novels and swimming also

Working with children, I use this passion to care for children in Saint Mary’s home and multiple Day Care centers.