**MICHELLE EDWARDS**

**#152 Union Village Claxton Bay**

**Cell: 751-5313 Email: michelle\_edwards@live.com**

**Age: 25 yrs**

**OBJECTIVES**

To gain further experience and develop my skills in the world of work and ensuring office work and duties are efficiently done.

**EDUCATION**

* **School of Business and Computer Science Limited (SBCS)**
* **Bachelors of Arts in Business Management (BABM)**
* **Level 5 PEARSON BTEC HND DIPLOMA 240+ in BUSINESS (HRM) (QCF)**

**(2011-2014)**

* **ABE Level 3 Certificate in Business Management**

**Unit Grade**

Introduction to Business B

Introduction to Quantitative Methods B

Introduction to Accounts B

Introduction to Business Communication C

* **Gasparillo Secondary School (2005-2010)**

**CXC O’ Level (General Proficiency) -**

English A (II)

Principles of Business (II)

Social Studies (II)

English B (II)

Geography (III)

Office Administration (III)

**WORK EXPERIENCE**

**Set Ready and Go Ltd**

Front Desk Clerk (leave relief employment)

(January 2017- September 2017)

**Jenson’s Tasty Delights**

Cashier

(February 2016- November 2016)

**Francis Engineering Works Co. Ltd.**

Administrative Assistant (leave relief employment)

(June 2nd - Sept 30th, 2015)

**EXTRA- CURRICULR ACTIVITY**

Reading, Traveling, Hiking and Sight-Seeing

**SKILLS**

Capable of multitasking

Ability to work with minimal or no supervision

Excellent interpersonal skills

People-oriented, a team player and my most valuable trait is the ability to relate to individuals of all age groups

**REFERENCES**

1. **Darryl Khan 2. Denzel Alexander**

E&I Engineer Police Sergeant

Mobile: 1 (409) 600-7540 (USA) San Fernando

Mobile: 1 (868) 363-5560

1 (319) 243-4326 (USA)

1. (868) 680-5217
2. **Druce Joseph** **Corporal)** **4.** **Neil Marjadsingh**

Human Resources Department Social Welfare Officer

Regiment Headquarters Mobile: 1 (868) 783-5584

Trinidad and Tobago Regiment

Mobile: 1 (868) 730-5301