**Joella**​**Orr**​

**#54E Fatima Trace, Upper Laventille Road Telephone numbers: 332-7319/ 743-7603**

**Email address: kolaessence@gmail.com**

***PERSONAL DETAILS:***

Marital Status: Single

Date of Birth: 21​st​ October 1990

# OBJECTIVE

To obtain experience with the task at hand whilst making a valuable contribution to your department and company.

# EDUCATION

School of Practical Accounting.

January 2018 – Present

Business Administration

Diploma

YTEPP

March 2011 – September 2011

Patient Care Assistant

Certificate

Grade A

Civilian Conservation Corps

April 2009 – September 2009

Computer Literacy

Certificate

Grade A

Barataria Hi-Tech Center

January 2008 – March 2008

Computer Literacy

Certificate

Grade A

South East Port of Spain Government Secondary School

September 2005 – June 2007

CXC General

Electronic Document Preparation Management

Grade 2

Office Administration

Grade 3

Spanish

Grade 3

# WORK EXPERIENCE

***Digicel Trinidad and Tobago*** December 2016 - Present

Job Title Held: FTTH Customer Care Agent

***Superpharm*** ​July 2016 – December 2016

Job Title Held: Customer Service Associate 1

***Heller Security Services***​ August 2014 – June 2016

Job Title Held: Security Officer

***Thrifty Packing co. LtD***​ September 2013 – April 2014 Job Title Held: Machine Operator

Eka Banquet Services October 2011 – August 2013

Job Title Held: Waitress

Ministry of Finance Valuation Division (On The Job Training) January 2010 – January 2011 Job Title Held: Clerical Assistant/ Field Assistant

***HOBBIES***

Cooking

# REFERENCES

Claycia Williams

Hairdresser

Telephone Number: 329-7178

Monique Mc Dowall

Receptionist

Telephone Number: 308-9864