**NAME:** **Andell St. John**

**ADDRESS:**  **#12D2 Fondes Amandes Road, St. Ann’s**

**CONTACT:** **380-4108 / 723-9198**

**OBJECTIVE:** To work in a Team oriented environment and make a positive impact, working to be successful in everything I do.

**STRENGTHS:** Excellent Communication skills

Excellent Retention

Self Motivated

Punctual

Proven Computer Competence

Reliable

**EDUCATION:** 2007-2012 Tranquility Secondary

2013 Downer’s Educational Institute

2013 - 2015 Delta Soft Computer Training & Services

2015-Present School of Business and Computer Science, Champ Fleur

2015 Ytepp

**QUALIFICATIONS: Caribbean Examination Council (C.X.C)**

**General Proficiency**

* English A
* Mathematics
* Principles of Accounts
* Biology
* Chemistry
* Geography
* Physics

**Certificates**

* Microsoft Office Level 1
* Microsoft Office Level 2
* Networking
* Fundamentals of Computer Repairs
* Peachtree Accounting
* Breads, Cakes and Pastries

**EXPERIENCE:**

**Treats – Capital Plaza, Pos (Aug 2013 – Dec 2013)**

Sales Clerk

**British American Insurance – 103D St Vincent St. Pos (July 2013 - August 2013)**

Office Assistant (On Contract)

**Edge Electronics – Socorro Mall, San Juan (May 2014 – March 2015)**

Customer Service Representative

**Samaroos the International Carnival Supplier – Movie Towne (March 2016**

CSR / Stock Clerk

**Digicel Trinidad and Tobago Limited - (November 2016 - October 2017)**

**Ansa Centre**

**11 C Maraval Road**

**Newtown**

Order Care Agent

**REFERENCES**:

Mr. Brendon Nelson

Chief Financial Officer

National Insurance Board

Cipriani Boulevard,

Port of Spain

868-290-9900

Mr. Gerald Cruickshank

Agency Manager

Pan American Insurance

Mulchan Seuchan Road,

Chaguanas

868-682-8306