NICOLLETE RHONDA BOODHOO

1b Israel Street Diego Martin

Telephone : 632-3025 (H)

Email: nrboodhoo@hotmail.com

**PERSONAL**

Date of Birth 26th November, 1992

Marital Status Single

**CARRER OBJECTIVES**

To be given the opportunity to enhance my knowledge and understanding and employ my skills in the in the world of work so that I may bring about transformations, contributing not only to my progress as an individual but also working diligently towards the interests and goals of the organization with which I work.

To use my interpersonal skills to cater to persons’ needs and interests thereby enhancing the lives of those I come into contact with on a frequent basis.

I am an honest, motivated, responsible, intelligent and goal-achieving individual, who demonstrates strong organizational skills. In addition I’m outgoing and determined person with the ability to work under pressure, demonstrating effective communication skills. My character works well with others and is not afraid to be assertive

**PROFESSIONAL EXPERIENCE**

March 2017- Present **SIMPSONS FUNERAL HOME**

***Emblamer***

June 2016 - Sept 2016 **BELGROVES FUNERAL HOME**

***Mortician’s Assistant***

Dec 2015-Mar 2016 **SIMPSONS FUNERAL HOME**

***Embalmer***

Sep 2014 – Mar 2015 **BELGROVES FUNERAL**

***Mortician’s Assistant***

Nov 2011- 2012 **MY FATHERS PLACE SUPERMARKET LIMITED**

***Supervisor/ Cashier***

Aug 2010- Dec 2010 **PENNYWISE COSMETICS**

***Sales Clerk***

**EDUCATION**

In progress COSTAATT

School of Natural Science

Associate Degree: Medical Lab Technician

May 2015 AMT

Certified in Phlebotomy

2004-2009 CUNUPIA HIGH SCHOOL

8 CESEC PASSES

CXC General Proficiency

* Human and Social Biology (GCE)
* Biology
* Mathematics
* Additional Mathematics
* English
* Physics
* Chemistry
* Additional Mathematics

**PROFESSIONAL SKILLS/COMPETENCIES**

* Excellent Interpersonal and Communication Skills;
* Customer focused;
* Ability to effectively work individually and in a team.
* Strong attention to details
* Disciplined, careful and focused
* Effectively interact with all members of staff;
* Capable of working with a team while still using initiative;
* Good problem solving skills;
* Able to understand and enthusiastically relate to the needs and expectations of the client;

**COMPUTER LITERACY**

Proficient in Microsoft Office Suit specifically

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

**VOLUNTEER WORK**

* Uwi Mortuary Department
* Internship at St James Health Facility : Physiotherapy with the elderly

**OTHER RELEVANT INFORMATION**

* My strong ability to work as a member of a team and effective communication skills were gained as a result of preparing projects and assignments in groups throughout this process of pursuing my degree and from my previous employment.
* My knowledge gained during my studying and have an understanding in this field of work will allow me to execute effective results.

**REFERENCES**

**References and copies of certificates will be provided upon request.**