ANGELICA VENECIA PRECIOUS JOHNSON

#410 orchid lane la Horquetta Arima |D.O.B- 23\02\1997

1-868-733-8167| [Vernieciajohnson@gmail.com](mailto:Vernieciajohnson@gmail.com)

Age-21 years

# *CAREER ASPIRATIONS*

As I have written my Caribbean Secondary Educational Certificate (CSEC), completed a Six month semester at the Civilian Conservation Corps Institution (CCC), Ten weeks course at the School of Business and Computer Science (SBCS), Six weeks internship at the Maintenance Training Service (MTS) as a Human Resource Assistant and one year and six months on The Job Training Program (OJT) as a Customer Service Representative/ Clerical Assistant. I look forward on becoming a team player at your establishment. I can complete tasks with little or no supervision and execute instructions given in a timely manner.

# *EXPERIENCE*

2014-2016

SEP - FEB Customer Service Representative/Clerical Assistant, ON THE JOB TRAINING PROGRAM

2014

AUG 6TH

-AUG 22ND Human Resource Assistant. *MAINTENANCE TRAINING SERVICE*

# *EDUCATION*

2014 The Professional Certificate in Office Administration, SCHOOL OF BUSINESS AND COMPUTER SCIENCE

JUL 12TH-

SEP 13TH

2013-2014 Secretarial Administration-Type Writing, Office Procedures, English For Business Communication, Accounts and Information Technology, CIVILIAN CONSERVATION CORPS

# CXC O’LEVEL PASSES

2008-2013

SEP-JUNE Mathematics (2), English A (3), Principles Of Accounts (3), Principles Of Business (3), Spanish (4), Information Technology (4) and Human Social Biology, MALABAR SECONDARY SCHOOL

# HOBBIES&INTERESTS

Site seeing, surfing the internet, listening to music, playing game, type writing and storing data.

# *REFRENCES*

Probation Officer 3

Lila Bartholomew

#215 Sea Grape Drive

Cashew Garden

Longdenville

1-868-775-1989