487 Cedar Hill Road

**ANDREANA MANO**

Forres Park

Claxton Bay

(868) 479-1431/726-2131

andreana\_mano@yahoo.com

**CAREER OBJECTIVE** To become an individual who is competent in the organization, using my skills and capabilities to contribute positively

**EDUCATION** 2015-2016

**CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCES**

#120 Main Road, Montrose, Chaguanas

Level 4 Diploma in Business Management

* Accounts
* Business
* Business Communication
* Quantitative Methods

2010-2015

**ASJA GIRLS COLLEGE**

33-35 Park Street, San Fernando

Caribbean Secondary Education Certificate (CSEC)

* Biology (Grade II)
* Economics (Grade I)
* English B (Grade II)
* Geography (Grade II)
* Information Technology (Grade I)
* Mathematics (Grade I)
* Principle of Accounts (Grade II)
* Spanish (Grade II)

2018

* English A (Grade II)

**TRAINING** 2017-2018

**YOUTH TRAINING & EMPLOYMENT PARTNERSHIP PROGRAMME (YTEPP)**

Pleasantville Secondary School, Pleasantville

* Skills for the Automated Office

**WORK EXPERIENCE** 12/2016-7/2017

**CUSTOMER SERVICE REPRESENTATIVE**

Intimate Secrets, C3 Centre, Corinth, San Fernando

* Selling products
* Engaging with customers
* Merchandise handling
* Replenishing

**SKILLS**

* Basic accounting
* Computer literate
* Microsoft Office Suite
* Typing
* Time management
* Dependable
* Good oral and written communication
* Compose and prepare documents such as letters, memoranda, minutes and reports
* Ability to multitask, prioritize
* Ability to establish and maintain working relationships with colleagues and the public
* Use of standard office machines
* Quick learner
* Problem solving

**REFERENCES** Ms. Ansonia Torres

Career Enhancement Tutor

Youth Training & Employment Programme (YTEPP)

Contact: (868) 715-5451

Email: ansonia.torres@gmail.com

Ms. Kavita Sam

Assistant Manager

Intimate Secrets

Contact: (868) 721-0225

Email: [kavita.sam@gmail.com](mailto:kavita.sam@gmail.com)

Mrs. Sylvia Sebeeran

YTEPP Tutor

Youth Training & Employment Progamme (YTEPP)

Contact: (868) 782-2074