**RESUME**

Cornelia Briggs

27years

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**Objective:**

To obtain a position as a team player in a people oriented organization where I can maximize my customer service experience to achieve the cooperate goals.

**Education:**

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| --- | --- |
| Patience Hill Gov’t Primary School (Tobago) | 1998-2002 |
| Pentecostal Light & Life Foundation High School (Tobago) | 2002-2007 |

**Subjects obtained:**

English: Grade 2

Social Studies: Grade 2

Geography: Grade 2

Mathematics: Grade 3

**Additional Education:**

* CCC- CTS College of Business & Computer Science: -Graphics Design Basics & Advance
* School of Practical Accounting & Accounting Services:

-Microsoft word & excel

-Peachtree Accounting

**Work Experience:**

* **Bachus Fabric & Bridal Company Ltd**

#6 Main Rd Chagauanas

Position obtained: Sales clerk

* Ensuring efficient & diligent customer service
* **Poster King**

Eastern Main Road

Position obtained: Graphic Designer & Sales clerk

* Maintaining quality service to both company and customer
* Temporarily managing the Port of Spain branch
* Prints on t-shirts, mugs and pillows
* **Low cost supermarket**

Jerningham Junction, Cunupia

Position obtained: Cashier

* Cashing
* Bagging goods
* **Charrans Book Store**

#32 Main Rd, Chagauanas

Positon obtained: Data Inventory Clerk

* Data inventory
* Taking stock
* Point of sales / cashing
* **Digicel Trinidad Ltd**

11C Ansa McAl Building, Maraval Road

Port of Spain

* Customer care agent

**References**

Akeida Wright

Office of the Chief Secretary

301-2604

Brendon Barrow

Reliable Appliances CSR

298-1284

Cherylann Dick

Secretary 111

341-5772