## **RESUMÉ**

## **Alicia Hinds**

## **#26 Mora Dam Road Syne Village Penal**

## **aliciahinds123@gmail.com**

## **302-4551\495-5006**

Profile: Detail-oriented worker with administrative experience. Strong customer service and communication skills. Willing to explore and maximize my potential as an individual with the aim to utilize my skills and knowledge towards the development of an organization and its acquisition of long-term goals.

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### Education:

Siparia East Secondary Mathematics III 2014

School English A II 2013

Biology II 2013

Chemistry III 2013

Human & Social Biology II 2013

Geography III 2013

Information Technology II 2013

### Training and Skills

YTEPP Garment Construction 2015

Community Development Computer Literacy 2014

### Work Experience:

Market Facts & Opinions Ltd Field Interviewer 2017 Conducting Real-Time interviews and data collection

Elections & Boundaries Commission Clerical Assistant 2015 Customer service, Filing, minor auditing

### References:

Prisca St John-Marchan Daniella Nelson

Immigration Officer Bank Teller

#3 Bartlett Street Siparia Syne Village Penal

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