KELSEY SINGH

**REFERENCES: Available upon request**

***EXPERTISE***

Computer software:

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Microsoft Project

Adobe

GPS Systems

Skills:

Customer Relations

Research

Report Writing

Presentations

***Professional Experience:***

**ABT SERVICES (EVENTS MANAGEMENT TRINIDAD) 2015-2017**

**Events Officer**

* Relief cashier
* Aide to the Events Manager
* Reception of guests
* Waitstaff

**MINISTRY OF TRANSPORT: PUBLIC TRANSPORT SERVICE**

**CORPORATION (TRINIDAD) 2014-2015**

**Clerk 1*,* Operations Department**

* Departmental overtime accounts
* Data processing and record keeping
* Monitoring of the GPS system
* Physics II
* Biology III
* Chemistry III
* Additional Mathematics III

**UNIVERSITY OF SUNDERLAND 2016-2017**

* BA (Hons.) Business Management

**COLLEGE OF SCIENCE TECHNOLOGY AND APPLIED ARTS (COSTAATT) 2012-2015**

* Associate Degree in Business Administration

**LAKSHMI GIRLS’ COLLEGE (CXC) 2008-2012**

* Mathematics I
* English I
* French II
* Geography II

***CERTIFICATES***

* RBTT Young Leaders Program
* Australian Mathematics Olympiad
* National Mathematics Olympiad
* Web Design
* Origami
* Table Tennis
* Badminton
* Drama

Address: Chaguanas,

Trinidad, W.I.

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Email: kelseycub@hotmail.com

**CONTACT**

***EDUCATIONAL INSTITUTIONS AND QUALIFICATIONS:***

Age: Twenty-Three (23)

Nationality: Trinidadian

Marital Status: Single

K/S

**ABOUT**