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|  | **CACHET HUTCHINSON**  #54 Esmeralda Road, Cunupia, Chaguanas. |
| **CONTACT**  Cellular: (868)-354-8427  E-mail: [cachet191@hotmail.com](mailto:cachet191@hotmail.com) | **GOAL**  A challenging and rewarding entry-level position, utilizing my business and accounting educational background to further develop my skills and expand my knowledge in the business sector. |
| **SKILLS**   * Data-Driven * Customer focused * Self-motivated * Organized * Effective team player * Excellent communication | **EDUCATION**  **CARIBBEAN SECONDARY EXAMINATION CERTIFICATE (C.S.E.C)**  **(September 2014- June 2015)**  St. Augustine Secondary School   * Mathematics Grade I, * English A Grade I, * Principles of Business Grade I, * Social Studies Grade II, * Human and Social Biology Grade II. |
| **REFERENCES**  **Ms. Donna Mitchell**  Assistant Manager  Wendy’s Restaurant  Montrose, Chaguanas.  672-6891  **Mr. Harold Charles**  Administrative Manager  Civilian Conservation Corps. (C.C.C)  Old Teacher's Training College, Mausica Road, D'badie.  646- 5404  **Mr. Akeno Charles**  Wendy’s Training Manager  Wendy’s Restaurant  Montrose, Chaguanas.  672-6891 | **WORK EXPERIENCE**  **CUSTOMER SERVICE WORKER**  Wendy’s Restaurant, Montrose, Chaguanas.  October 2015- Present   * Organized, documented and packed customer orders. * Sanitized and stocked the eating area’s   utensils.   * Prepared specialty sandwiches and meals on the Sandwich line. * Utilized the cash register and restocked the fridge with meats.   **GENERAL WORKER**  Auntie Anne's, Trincity Mall, Arouca  June 2013- July 2014   * Sanitized and cleaned the work area and eating area before the opening of the store * Restocked shelves and signed for incoming goods and supplies * Prepared, styled and baked specialty pretzels, sticks and cinnabon pastries in the oven * As shift supervisor, oversaw and managed a minimum of 5 workers on a daily basis   **FILING ASSISTANT**  Civilian Conservation Corps. (C.C.C), Old Teacher's Training College, D'badie.  April 2013- August 2013   * Documented and labeled all outgoing files * Organized and maintained the filing cabinets * Monitored and recorded all incoming, outgoing files, documents and stationaries. |