

# JEREMY TOUSSAINT

## ABOUT ME

Highly motivated and results-oriented recent graduate with a Diploma in Business & Law and proven experience in data entry and customer service. Seeking an entry-level position in varying industries to leverage strong work ethic and communication skills.

## CONTACT

-  (868) 265-6738
-  jeremttouss.jt@gmail.com
-  #19 Clarke Street Railway Road  
Enterprise Chaguanas

## SKILLS

- Time Management
- Communication Skills
- Attention to Detail
- Multitasking
- Customer service
- Basic Computer Skills

## WORK EXPERIENCE

### Cashier

1 - 2 months

(2024)

In this position I was professionally trained to provide fast, timely and friendly customer service in a high-paced environment, while accurately handling cash, card payments, and operated POS systems. Also learning to adapt and work closely with team members to ensure smooth daily operation.

### Data Entry Clerk

2024 - 2025

During my 6 months contact with the Ministry Of Health as a data entry clerk, I entered and updated large volumes of varying data sets with speed and accuracy, maintaining organized records and ensured data confidentiality, making full use of Microsoft Office, Excel and a tailored government database system to manage information I was expected to record, all while meeting weekly and monthly reporting deadlines with the necessary reporting accuracy that was required.

## EDUCATION

### Cunupia Government Primary School

2013 - 2017

### ST. Joseph College

2018 - 2022

- Mathematics - Grade 3
- English A - Grade 2
- Principle Of Business - Grade 1
- Principle Of Accounts - Grade 3
- Electronic Documentation and Preparation Management - Grade 3
- Office Administration - Grade 1
- Physical Education - Grade 1
- Diploma In Business and Law



This  
Diploma  
in  
Business & Law

is hereby awarded to

*Jeremy Toussaint*

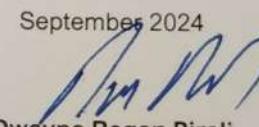
who has satisfied the requirements of the examiners.



**SAM**  
Caribbean Ltd.

School of  
Accounting &  
Management

September 2024

  
Dwayne Regan Pirali  
Vice President  
SAM CARIBBEAN LIMITED





CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

UCN: 20220011196

*This is to certify that*

JEREMY GABRIEL TOUSSAINT

Date of Birth 21 MAY, 2005

Registration Number 1602410558

obtained the result(s) shown in the following 3 subject(s) in the year JUNE 2023

SUBJECT	PROFICIENCY	GRADE	PROFILE
MATHEMATICS	GENERAL	THREE	KNOWLEDGE (B), COMPREHENSION (C), REASONING (D)
OFFICE ADMINISTRATION	GENERAL	ONE	KNOWLEDGE AND COMPREHENSION (A), APPLICATION (A)
PHYSICS	GENERAL	FOUR	KNOWLEDGE AND COMPREHENSION (D), USE OF KNOWLEDGE (E), EXPERIMENTAL SKILLS (D)

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CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

UCN: 20220011196

*This is to certify that*

JEREMY GABRIEL TOUSSAINT

Date of Birth 21 MAY, 2005

Registration Number 1600701008

obtained the result(s) shown in the following 6 subject(s) in the year JUNE 2022

SUBJECT	PROFICIENCY	GRADE	PROFILE
ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT	GENERAL	THREE	ACCURACY AND SPEED (D), KNOWLEDGE AND COMPREHENSION (A), PRESENTATION AND USE OF TECHNOLOGY (C)
ENGLISH A	GENERAL	TWO	UNDERSTANDING (A), EXPRESSION (C)
MATHEMATICS	GENERAL	FOUR	KNOWLEDGE (C), COMPREHENSION (D), REASONING (E)
PHYSICAL EDUCATION AND SPORT	GENERAL	ONE	THEORY (B), PRACTICAL (A)
PRINCIPLES OF ACCOUNTS	GENERAL	THREE	KNOWLEDGE/COMPREHENSION (B), APPLICATION (B), INTERPRETATION AND ANALYSIS (D)
PRINCIPLES OF BUSINESS	GENERAL	ONE	ORGANIZATIONAL PRINCIPLES (A), PROMOTION AND LOGISTICS (A), FINANCE, GOVERNMENT AND TECHNOLOGY (A)

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# St. Joseph's College

Certificate of Secondary Education  
awarded to

*Jeremy Toussaint*

for having successfully completed a full programme of  
secondary education at this institution

*In testimony whereof the signatures of  
Duly Authorized Officers are hereunder affixed  
Issued at St. Joseph's College, Richmond Street, St. Joseph*

on this \_\_\_\_\_

*29<sup>th</sup> Day of April, 2022*

*Hazel E. Hayes*  
Principal