Lot 1279, Farm Heights, Montego Bay, St. James, Jamaica

PHONE 876-555-3080. E-MAIL SUZIE.STUDENT@YAHOO.COM

**SUZIE STUDENT**

OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To apply the knowledge and skills I have acquired to aid the accomplishment of the goals and objectives of your organization while achieving a higher level of self-development

SUMMARY OF QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Customer – focused self-starter with proven client services skills
* Energetic achiever and communicator, with strong listening skills
* Quick learner, eager to learn and follow directions
* Excellent team player who thrives in teamwork situations
* Responsible and reliable, with record of professionalism

EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *Bachelor of Law (LLB)*, University Of Technology, Jamaica (2015-2019), pending
* *Associate Degree in Humanities,* Ardenne High School Sixth Form (2013-2015)
* *CSEC Certificate (6 Distinctions)*, Ardenne High School (2008-2013)

HONOR AND DISTINCTIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* University of Technology, Jamaica Dean’s List, 2015-2018
* Earned Ardenne High Student Council’s Award for Academic Excellence, 2015
* Achieved Honor Roll, Ardenne, 2009 – 2015
* Earned Ardenne High Principal’s Scholar Award, 2013
* Earned Certificate of Achievement for Outstanding Performance in Math, 2011
* Earned Most Valuable Player, Ardenne High Football Team, 2010 - 2011

WORK HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Assistant (Intern)**, University Of Technology, Jamaica, May - August 2017

* Wrote and distributed emails, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Kept a log of all office supplies and ordered new stock
* Assisted clients with issues relating to job placement

**Operations Intern**, Jamaica Money Market Brokers, May – August 2016

* Created and maintained virtual copies of client records
* Assisting with the review of receipts and posting of entries
* Provided high level assistance to the Operations Manager

COMMUNITY SERVICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Supplied 80 community-service hours at National Children’s Home, Jan. to Feb. 2018
* Donated more than 200 hours to the Foundation for International Self Help, 2017

SKILLS­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Customer relation, customer service
* Computer literate in both Windows and Macintosh platforms
* Working knowledge of Spanish and Italian