

Resume

- **Shaine Richardson**

17-18 Grass Trace, Curepe

D.O.B : 22/06/2000

Marital Status - Single

Contact Number: 1(868) 766-0072

Email: ShianeRichardson04@gmail.com

Objective:

To effectively optimize my qualifications and experience towards the success of a growth-oriented company, having a major role in the achievement of the department's goals and objectives and ultimately contributing to the holistic goals of the organization

Professional Summary:

Friendly and motivated Customer Service Representative with seven years of committed customer service experience. Enhances experiences by employing service oriented behaviors and active listening, Dedicated to exceeding goals through effective communication skills and a positive attitude.

Certifications: Synergy Training Institute

Balloon Decorating

Telephone and Front Desk Receptionist Duties

Computer Literacy

Education:

2022 – Civilian Conservation Corps (Graduate of 2022)

Two (2) months- Life skill training

Four (4) months – Skill Training (Office Management)

:Advanced Solutions Technical Institute

- Customer Service
- Communication Skills
- Human Resource Management
- Policies and Procedures
- Invoicing

- Expected in May June 06/2023

Ministry of Education

Private Candidate

Resume

C.X.C. O' Levels

English A, (to be rewritten) Social Studies,(to be rewritten) Principles of Business (to be rewritten in January/May/June) Office Management

- 2018 St. Joseph Secondary School

Work Experience:

Original Sauce Doubles – Kitchen Assistant

Occupational Health,Safety and Wellness Admin – Hyatt Regency Hotel Port of Spain, Trinidad.

Maracas, St. Joseph

01/2015-01/2021

- Tasked with removal of garbage and refuse, mopping, and sweeping floors, washing walls
- Maintained clean, trash-free workspaces to maximize productivity and safety
- Operated standard kitchen equipment with focus on safety and sanitation
- Washed, peeled, and cut fruits and vegetables in advance to save time on food preparation
- Met high customer standards for work procedures, dress, grooming, attendance, and punctuality
- Restocked supplies and prepared additional ingredients during downtime for expected busy periods
- Cleaned and organized kitchen stations to promote team efficiency
- Learned other teammates' work tasks to train as back up
- Inspected culinary departments for proper employee hygiene, employee productivity, sanitation, and cleanliness

Participation

Civilian Conservation Corps Calypso Competition, Emancipation Day Competition

Interests

I am a self taught baker who aspires to open up my bakery in the future. In my spare time I use various online apps to create posters and artwork for my relatives and friends together with balloon decorating.

References:

Marlon Francois (Mr.)

(Team Commander) Civilian Conservation Corps

Contact: (1868) 280-5697

Vanessa Joseph Benjamin (Mrs.)

(Team Commander) Civilian

Conservation Corps

Contact: (1868) 323-5297

Resume

Cleve Cambridge (Mr.)

(Team Commander)

Contact: (1868) 772-8321