

rochelle sinclair

Details

8764938719

rochellesinclair81@gmail.com

♥ Hobbies

Reading ,Surfacing
internet, taking part in
volunteer work

📁 Employment History

Data Entry Specialist at reads auto, st.catherine

[June 2001](#) – [August 2001](#)

Front Desk Host at RafJams B&B, st.andrew

[October 2015](#) – [2016](#)

Guest reservations
check ins and checks outs
billing

Community College Instructor at CAPS Community College, kingston

[May 2002](#) – [June 2003](#)

Human &Social Biology Teacher

Senior Customer Associate at XEROX, Kingston

[March 2004](#) – [July 2006](#)

assisting members with Humana Insurance. Responsible for billing

🎓 Education

5 CXCs & 4 Advanced level, Old Harbour High, ST.Catherine

[September 1996](#) – [June 2002](#)

I was secretary of the per educators club. President of the science club and enjoyed extra curriculum activities and i loved reading.

Certificate in Customer Service, Burmar Institute

[October 2016](#) – [November 2016](#)

skills in Customer Service phone management and computer concepts.

Biology Education, Northern Caribbean University, Kingston

[August 2003](#) – [July 2006](#)

member of young aceivers club. Worked two jobs on campus while earning degree.

👤 Internships

Teacher Assistant at Old Harbour High, St.catherine

[February 2005](#) – [May 2005](#)

Assisted with curriculum
took roll call
assisted with grading papers
took over as substitute.