**Instructions: Replace all the text in orange with your own information. After completing the Odyssey International Camp Resume Format, change the font color to black and delete these instructions.**

**Change the picture with a professional picture of yourself.**



**Sheneia Holmes**

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November 5,1987

INTRODUCTION



I am a dedicated and self driven person who loves to interact with others. Kids are a passion for me, especially teens. If given the opportunity to join your team , I will endeavor to use the skills and knowledge I possess to contribute positively to fulfilling the mission as a camp counselor.

QUALIFICATIONS, SKILLS & ABILITIES



|  | * Camp Skills: Netball, art and craft
* Personal Skills: Singing
* Leisure Activities: watch movie and sing
* Have you participated in the J-1 Camp Counselor Program in the past? No
	+ If yes, how many times?
 |
| --- | --- |
|  |  |

EDUCATION



| Communication Excellence Training (CET)Kingston, Jamaica | Start Date (15-04-2018) – Actual or Expected Graduation Date (15-08-2018)Certification |
| --- | --- |
|  | **Course Subjects:** Pronunciation of words and letters* Presenting
 |

| GC Foster CollegeSpanish Town, Jamaica | Start Date (04-09-2016)–20-02-2017)Heart Trust NTA Course Supervisory Management in Housekeeping |
| --- | --- |
|  | **Course Subjects:*** Customer Service
* Linen Attendant
* CPR
 |

WORK EXPERIENCE



| DW pepper pot Trucking and RepairSpanish Town, Jamaica | Start Date of Employment (20-08-2016) – Present**Secretary/Title** |
| --- | --- |
|  | **Main tasks:*** Make sure the day to day schedule of the business runs smoothly
* Talking with and reassuring customers that might be upset if job doesn't meet their needs or if its not ready yet

**Other tasks:**1. Place orders
2. Make errands on the round concerning the business
3. Payouts to workers
4. Ensure the work environment is maintained at all times for customers to enter property
5. Ensure Jobs are sent out on time
 |

| Kitson Town Youth council and Holy Ghost Assembly Church of GodSpanish Town, Jamaica | Start Date of Employment (06-11-2022) – Present**Youth Leader (part time)** |
| --- | --- |
|  | **Main tasks:*** equip youth where necessary
* Take kids and Youths on outings that are learning experience for them

**Other tasks:**1. Art and craft activities
2. panel discussion
3. trips
4. funday
5. expression day
 |