

Alicia Tifphany Eve

12 Dock Hill
Devonshire, DV01
Bermuda

Cell: 441-595-0011
Home: 441-296-0636
E-mail: bc221484@college.bm

Strengths

Computer:

Microsoft Word
Typing
Windows XP

Microsoft Excel
Creating Charts & Graphs
Internet

Microsoft PowerPoint
Data Entry

Personal:

Superb Customer Service Skills
Work in Harmony with Others
Responsible
Positive Attitude

Good Organizational Skills
Trustworthy
Good Telephone answering Skills
Quick Learner

Education

Bermuda College, Paget, Bermuda
MSVU Bachelor of Business Administration: majoring in Accounting 2011-Present
Associate Degree: in Arts (Business Administration) 2008-2010

Warwick Academy, Warwick, Bermuda 1995-2008
GCSE's
International Baccalaureate Certificate

Work Experience

Appleby (Bermuda) Limited, Hamilton, Bermuda May 2011-Aug 2011
Summer Student in HRD Department

- Assisted with immigration files, scholarships, events, and employee orientations.
- Daily administration and filing

Supermart Ltd, Hamilton, Bermuda 2010-Present
Cashier

- Merchandising and facing shelves when needed.

People's Pharmacy, Hamilton, Bermuda 2008-2010
Cashier

- Answering the main telephone line and transferring to the various departments throughout the store.
- Merchandising and facing shelves when needed.
- Tidying and cleaning merchandise/shelves and cashier station daily.

Alicia Tifphany Eve

- Appleby, Hamilton, Bermuda Jul 2007-Sept 2007
Summer Student in Appleby's Management Company (Reid Management)
- Placed with accountant managers, where I learned about their daily responsibilities
 - Introduced to the daily office duties pertaining to the career of accounting.

Volunteer Work

- Homestead, Devonshire, Bermuda May 2011-Present
Care Giver to Grandparents (Stroke victim & heart attack victim)
- Assisting with daily hygiene & household cleaning.
 - Preparing meals and daily medication.
 - Transporting to appointments & taking them for drives upon request.
 - Purchasing weekly groceries.

- Bonjour Hola Summer Day Camp Jun 2006-Aug 2006
Camp Counselor
- Teaching children ages 4-13 basic Spanish and French.
 - Assisting with arts and crafts and daily camp outings.

- KEMH, Paget, Bermuda Aug 2005-Sept 2005
Candy Striper
- Working on different wards
 - Delivering flowers and gifts
 - Working in the hospital café and gift shop

Awards

- ICAB Scholarship Recipient Nov 2011
- Most Outstanding Accounting Graduate May 2011
- KPMG Senior School Investment Challenge May 2007
- Educational Award 2003

Interests and Activities

- Child Care/ Senior Care
- Cooking
- Swimming

-Supporting Documentation and Professional References Furnished Upon Request-