

EDUCATION Curriculum Vitae

Kelcey Punter

Belmont New Extension, St. John's, Antigua

Tel: (268) 781-5913 Email: Punterkelcey@gmail.com

OBJECTIVE

Hard working, team player, detail oriented and disciplined, I am a young individual seeking a position that would help expand my knowledge in the marine and transportation sector and to also gain more working experience.

Bachelor Degree in Marine Transportation, Pending
Caribbean Maritime University, Palisadoes Park, Kingston Jamaica

Associates Degree Marine Transportation, Sept 2016 – May 2018
Caribbean Maritime University, Palisadoes Park, Kingston Jamaica

High School Diploma

Ottos Comprehensive School Sept. 2004- June 2009 CXC passes at the General Proficiency Level in: Mathematics, English Language, Office Administration, Home Management, Information Technology, Social Studies, Integrated Science and Visual Arts.

Certificates in:

- Quick Book
- Macedonia Business Ethics and Language
- Build and Repair Computers A+
- Basic Safety Training
- Security Awareness
- Ship Security Officer
- Basic Liquefied Gas Tanker Operation
- Basic Training for Oil and Chemical Tanker

WORK EXPERIENCE

Sales Clerk: Arsha's Boutique (February 2014 – May 2014)

- Advised and assisted customers
- Toke inventory, stock and restocked items
- Operate cash register
- Track sales and keep copies of receipt

- Compile customer receipts and monitor incoming and outgoing cash flow

Account Assistant: Roberts Industries (May 2014 – August 2016)

- Answering phone calls and emails
- Producing reports such as invoices and Statements
- Filling of Documents
- Assisted head accountant

Marine Cadet: Antigua Port Authority (June 2016 – Present)

- Boarded vessels with marine pilots, and assisted them with safe navigation of the vessel as a look out as well as relaying information via radio to the tugs and berthing master during mooring operation.
- Clearing in and out vessels from the different port entries.

Apprentice Officer: Celebrity Cruises Apex (December 2023 – July 2024)

- Worked under the supervision of the safety officer to comply with the company's safety and environmental policies including responsibilities according to the emergency plan and muster list.
- Participated in watches under the supervision of the duty officer.

SKILLS

- Proficient in **Microsoft Office Suite:** Word, Excel, PowerPoint
- Good Command of the English Language
- Excellent Time Management Skills

ACTIVITIES & INTERESTS

- Reading
- Traveling
- Learning different culture
- Boating

REFERENCE

Daniel Shem Henry
Fashion Consultant
720-8898 / 788-3542

Russhell Ellis
Youth Ambassador
724-2109