

Antonio Estrada

Reservations Clerk

Contact

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About

Successfully completed the Caribbean Secondary Education Certificate (CSEC) with five passes, demonstrating a strong foundation for further academic pursuits.

Possess a keen interest in the field of Information Technology (IT) and have actively pursued self-directed learning in website development through HTML and CSS. My projects are available for review on GitHub at [Psychogamerukn · GitHub](#).

Continuing Education

Completed the MIC Office Administration course, further enhancing my administrative skills and knowledge.

Future Aspirations

I am highly motivated to pursue a university degree and advance my education in software engineering. I believe my technical skills, combined with my administrative experience and academic foundation, will position me well for success in this field.

Education

Swaha Hindu College (2018-2023)

Math (2)

English (1)

Physical Education (2)

Theatre Arts (2)

Information Technology (2)

MIC Institute of Technology
(2023-2024)

Certificate of Achievement (Office
Administration Basic)

Caribbean Vocational Qualification
(Office Administration)

Certificate of Achievement
(April 17th 2024)
(KnowBe4 Security Awareness
Training)

Experience

20/02/2024 to 21/06/2024

Previously employed as an Office Clerk at Katerserv, where I contribute by performing data entry tasks such as:

- Data migration between sources
- Data validation and verification
- Recording of information
- Organizing, copying and collation of documents
- Amending documents

Key Skills

Proficiency in Microsoft Office
Proficiency in HTML and CSS
Problem solving
Willingness to learn and adapt to new things
Work effectively in teams