

## Résumé

Date: 13th December, 2014



**DARA O'NEIL (MS.)**

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Cane Farm Avenue,  
Trincity.

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**EMAIL:** dara.oneil@gmail.com

**NATIONALITY:** Trinidadian by birth.  
**DATE OF BIRTH:** 19th April, 1985.

**OBJECTIVE:** To be considered for the position of **Pharmacy Assistant** with your Company.

### **STRENGTHS:**

- Fresh, neat appearance, punctual, available, organized, intuitive, reliable, flexible and a good team-player, always willing to learn and lend a helping hand when necessary.
- Hands-on experience using Great Plains Inventory Software and Peach tree Accounting; is the holder of a Registered Nursing Permit from the Nursing Council of Trinidad and Tobago and is Basic First Aid/CPR Certified.
- Have good report writing skills, good typing skills, good research skills, is very computer savvy (proficient in Microsoft Office Suite); demonstrated ability to use the internet to send emails, document attachments etc.
- Is energetic, physically fit, have good eye, hand and foot coordination, good interpersonal, verbal and written communication skills.

### **EXPERIENCE: Pennywise Cosmetics Limited.**

**SALES CLERK- July 2003 to December 2004:**

- ◆ Label price tags on items for sale.
- ◆ Check stock, order stock and replenish shelves.
- ◆ Hand items over the counter to customers.
- ◆ Keep a written record of all prices, and to check that the prices on all items are correct.
- ◆ Inform customers about all products for sale and assist the customers to make decisions to select items which best serves their needs.

**Marketing and Distribution Company Limited, Macoya.**

**PROMOTER (Part-time)- February 2005 to December 2006:**

- ◆ Distribute sample items to customers in supermarkets and over cosmetic counters.
- ◆ Liaise with Brand Managers on the progress of sales and on customer purchase trends.
- ◆ Tabulate customer feedback and record daily sales.
- ◆ Check shelf stock for expired and damaged goods.
- ◆ Assist with merchandising, replenishing stock, and shelf-rotation.
- ◆ Pull stock orders and band promotional stock items in the Warehouse.

**EXPERIENCE:****Anthony P. Scott & Co. Ltd.****BILLING CLERK-** May 5th, 2014 to May 23rd, 2014.

- ◆ Prepares bills and invoices using Great Plains software.
- ◆ Perform book-keeping, review data, resolve discrepancies and reconcile accounts.
- ◆ Process customer billing daily and enter invoices on the computer database.
- ◆ Transfer order to invoices daily and ensure that stock is doubled checked.
- ◆ Sort and maintain invoices according to filing system.
- ◆ Assist with and resolve customer billing complaints.
- ◆ Always demonstrate and maintain high customer service standards.
- ◆ Balance sales report on a daily basis.
- ◆ Follow-through to ensure that all customers telephone orders are handled.
- ◆ Liaise with sales representatives when purchase orders are received.
- ◆ Process all credit notes and conduct data entry.
- ◆ Comply with Occupational Health and Safety Standard procedures.
- ◆ Perform other related duties as necessary.

**The Pointe- à- Pierre Wildfowl Trust, Petrotrin.****VOLUNTEER/TRAINEE-** December 8th to Present.**EDUCATION: Ministry of Tertiary Education and Skills Training, National Examinations Council (NEC) Certificate of Completion:****TOUR GUIDE (Escort)-** July 2012 to December 2012:

“Orientation to the Occupation, Apply Occupational Health and Safety Practices, Develop Personal Styles, Manage Group Behaviour Effectively, Costing and Record-Keeping of Tours, Assessment of Career Enhancement Performance.” (*\*NOTE: I currently possess a skill rating of Grade 3 in all profiles, which is the highest grading for that Certificate Course.*)

**Ministry of Science, Technology and Tertiary Education, Corner of Agra and Patna Streets, P.O.S, On-The-Job-Training Certificate of Participation:****CLERICAL ASSISTANT-** April 3rd, 2006 to October 2nd, 2006:

“Receive telephone calls and enquiries, make telephone calls, type letters and other material from written drafts or verbal instructions, check documents prepared for or routed to superior and submit documents for signature or attention, set up, maintain, locate and supply requested documents and files, operate office equipment such as computers and photocopying machines.”

**Zenith Educational Institute, Tunapuna:****COMPUTER LITERACY Certificate Grade A-** July 2003 to October 29, 2003:

“Introduction to Computers, Windows, Introduction to Microsoft Word, Introduction to Microsoft Excel. (*I'm also proficient in Microsoft Office Suite, Open Office, Internet, Document Conversion, using USB etc.*)”.

**EDUCATION: Computer/Electronic Learning Resource and Information Centre, El Dorado:**

**ELECTRONIC TYPING Certificate Level 1, 25 wpm** (*I'm currently at a typing speed between 45 to 50 wpm*)- April 5, 2008 to May 5, 2008.

**EDUCATION: School of Practical Accounting and Accounting Services, Curepe** now relocated to P.O.S:- [January 2007 to July 2007.](#)

- ✓ APPRENTICESHIP ACCOUNTING Grade A: Writing up of Daily Books, Creation of Ledgers- Debtors, Creditors, General, Finalization of Accounts- *Trading Profit & Loss Account, Balance Sheet- Vat, Tax & Payroll.*
- ✓ ADVANCED PRACTICAL ACCOUNTING Grade B: Introduction to Accounts, Finalization of Accounts, Practical Book-keeping, Interpretation of Accounts, Vat, Income Tax, Payroll.
- ✓ COMPUTER COURSE: Introduction to Computers B+, Microsoft Excel A+, Peach Tree Accounting B+

**El Dorado Secondary School, Form 5: CARIBBEAN EXAMINATIONS COUNCIL, SECONDARY EDUCATION CERTIFICATE (CSEC) O' LEVEL GENERAL PROFICIENCY EXAMINATIONS, JUNE 2003, Results in six (6) subjects:**

SUBJECTS	GRADES	PROFICIENCY	YEAR
Social Studies	One (I)	General	2003
Integrated Science	Two (II)	General	2003
Agricultural Science - Animal Science	Two (II)	General	2003
Geography	Three (III)	General	2003
English A	Three (III)	General	2003
Mathematics	Five (V)	General	2003

**OTHER SKILLS:**

**Ministry of Tourism, Lifeguard Services Division:**

BASIC FIRST AID/CPR Certificate of Participation- [January 1, 2014.](#)

**Airports Authority of Trinidad and Tobago, Aviation Training Centre:**

SECURITY AWARENESS PROGRAMME Certificate of Completion- [February 14, 2014.](#)

**Kykay Marketing, Maraval, P.O.S.:**

TELEMARKETING TRAINING Certificate of Participation Grade B- "Professionalism, Self- Control, Difficult Customers, Attitude is Your Key to Success, Closing Sales Over the Phone- [August 15, 2012.](#)

**INTERESTS:**

Scientific Research, Social Sciences, Biology, History, Anthropology, Flora and Fauna Conservation, Agriculture, Geography, Geology, Archeology, Hiking, Bird Watching and Art.

**REFERENCES:** Available upon request.