

Jenna Roxborough

#1 Bedaisee and Orange Groove Streets,

St. Augustine

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Objective

To be a dynamic and innovative individual, promoting excellence in teaching and learning, serving diverse people, producing and facilitating the personal and professional ensuring that there is development for both myself and the organization at which I am employed.

Marital Status

Single

Religion

Seventh-day Adventist

Education

- ♦ College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
2008-2016
- ♦ Comprehensive Business Training and Computer Studies
Jan 2006-Mar 2006
- ♦ South East POS Government Secondary
2003-2005

Qualifications

AAS Sociology

Office Administration	-	I
Typing	-	I
English A	-	II
Principles of Accounts	-	II
Mathematics	-	III
Information Technology	-	III

Computer Literacy - Microsoft Word/Excel/PowerPoint/Publisher

References

Mario Donawa
771-6465

Kathy-Ann Patrice
726-5213

Work History

- ♦ **Office of the Prime Minister** - Clerk Typist/Administrative Professional
Procurement and Office Management Unit
2008-Present

Duties:

- ♦ Receives and Dispatches Incoming and Outgoing Correspondences
- ♦ Receives and Returns Telephone Calls
- ♦ Types all internal and external correspondences
- ♦ Prepared all requisitions and annual draft estimates
- ♦ Prepares all invoices for payments, receipts and statements and despatch to the Finance and Accounts Unit
- ♦ Receives, Processes and Despatches Cheques for External Service Providers and Internal Staff
- ♦ Attends to payment related queries from external service providers
- ♦ Handles minor equipment such as photocopier, printer and fax machine for necessary work flow
- ♦ Other office related duties

- ♦ **Ministry of Agriculture** - Clerk Typist (O.J.T.)
2006-2007

Duties:

- ♦ Receiving and Dispatching Incoming and Outgoing Correspondences
- ♦ Receiving and Returning Telephone Calls
- ♦ Typing all correspondences
- ♦ Preparing all requisitions and draft estimates
- ♦ Recording necessary information of personal files

- ♦ **Hi Lo Food Stores** - Cashier
Aug 2005 - Dec 2005

Duties:

- ♦ Cashing
- ♦ Processing Linx, Visa and Master Card Payments
- ♦ Preparing Cashier's Balance Sheet

Hobbies

- ♦ Listening to music
- ♦ Travelling
- ♦ Reading romance novels
- ♦ Watching the sunset.

Volunteer Experience

- ♦ Youth Ministries Department, South Caribbean Conference of SDA
- ♦ District Leader, POS West Adventist Youth District
- ♦ Business Operations Assistant - CHOGM & VSOA