

DIANNE DENISE FORDE

26 Brassia Drive, Orchid Gardens, Pleasantville, **SAN FERNANDO**.
Phone: Cell: 797-8715; Home 223-6967
Email: ddforde@hotmail.com

PROFESSIONAL EXPERIENCE

PARLIAMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO, LEVELS G-8, TOWER D, THE PORT OF SPAIN INTERNATIONAL WATERFRONT CENTRE, 1A WRIGHTSON ROAD, PORT OF SPAIN

Clerk Typist April, 2000-Present

MINISTRY OF FOREIGN AFFAIRS, LEVELS 10-14, TOWER C

Clerk Typist February, 2000

MUCURAPO JUNIOR SECONDARY SCHOOL, MUCURAPO AND MINISTRY OF EDUCATION, SECONDARY & FURTHER, ST. CLAIR OFFICE

Clerk Typist December, 1999-February, 2000

SERVICE COMMISSION DEPARTMENT, WILSON STREET, PORT OF SPAIN

Clerk Typist December, 1999

MINISTRY OF HEALTH, SAN FERNANDO GENERAL HOSPITAL, SAN FERNANDO

Clerk Typist September-November, 1996

EDUCATION

TRINIZUELA TECHNICAL & VOCATIONAL COLLEGE, TRINIDAD & TOBAGO

City & Guilds January, 2015

Typewriting – Advanced First Class Pass

BORDERCOM INTERNATIONAL (TRINIDAD)

Diploma in Administration Business Executive August – December, 2010

Introduction to Quantitative Methods B

Introduction to Business C

Introduction to Business Communication C

Introduction to Accounting C August – December, 2011

W.J. RICHARDS & ASSOCIATES

Certificate of Completion in Team Development Workshop 2007

BORDERCOM INTERNATIONAL (TRINIDAD)

Certificate in CBP™ Customer Service 2005

NATIONAL ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS OF TRINIDAD & TOBAGO (nSa)

Certificate of Participation 2004

COMPUTER TRAINING & SERVICES LTD

Certificate in Desktop Publishing 2003

PERSONALIZED COMPUTER SERVICES LTD

Certificate of Achievement in Computer Literacy

1998

PLEASANTVILLE SENIOR COMPREHENSIVE CONTINUATION CLASSES

C.X.C. O Level

1990-2002

English Language	III
Typewriting	II
Principles of Accounts	II

SAN FERNANDO SENIOR COMPREHENSIVE SCHOOL

C.X.C. O Level

1987-1990

Mathematics	II
Principles of Business	II
Office Procedures	II

REFERENCES

- **Mr. Lurtan Patterson**
Executive Agent
Guardian Life of the Caribbean
Hubson's Court
Keate Street
San Fernando
Tel: 1-868-657-1508/1-868-682-4369
- **Mr. Brian Julien**
Police Corporal
297 Aerides Drive
Orchid Gardens
Pleasantville
Tel: 765-3981