

Curriculum Vitae

Personal

Name : Carla Sinaswee
Address : #22 Archer Road, Mahaica, Point Fortin
Date of Birth : May 28th 1972
Marital Status : Divorced
Telephone Number(S) : 379-1161
Hobbies : Knitting, Crossword Solving & Corresponding

Schools Attended

Fyzabad Composite : 1986 - 1988
Point Fortin Junior Secondary : 1983 - 1986
Cap-De-Ville Government Primary School : 1982 - 1983

Subjects Obtained

CXC O'Level Grade (General)

English : I
Typewriting : III
Principles of Business : II
Principles of Accounts : III
Office Procedures : II
Mathematics (General) : III

Work Experience

Clifton Hill Manor Limited : Sister Company to ***South Western Court***
November 2015 – August 2016
Office Manager
Duties: Overseeing the Daily Running of the Office, Interviews for potential Staff, Making / Cancelling Reservations, Ordering Stocks, Making Appointments, Checking In / Checking Out Guests, Basic Accounting (Payroll/NIS/PAYE/VAT/HAT and Health Surcharge.)

South Western Court Limited : November 2011 – 2015
Office Assistant/Front Desk Clerk
Duties: Making/Cancelling Reservations, Ordering Stocks, Making Appointments, Checking In/Checking Out Guests, Basic Accounting, Payroll.

Toni's Technology Ltd : January 2010 – August 2011
Graphic Artist/Administrative Assistant

Anstephs Stationery Co. Ltd. : January – November 2009
Graphic Artist

Mega Insurance Company Limited : January 2001 – May 2007
Sales Representative/Financial Consultant

M&J Printers : January 2000 – 2007
Graphic Artist

Industrial Equipment Supplies Ltd : November 1998 – February 1999 (temporary)
Office Assistant/Data Entry Clerk

Tucker Energy (Pumping) Services : April 1997 – November 1998
Computer Graphics Artist/Technical Assistant

Kelvin A. Corbie & Company Limited : June 1989 – April 1997
Head of the Computer Department

Republic Bank Limited : September 1988 – May 1999
**Youth Link Apprentice Programme
 (9-Mth Training Prog.)**

Courses Taken

May 2006 – May 2007 - **Pattern Drafting & Garment Construction**
 Mrs. Edith Jeffers
 Fanny Village, Point Fortin

- **Protocol, Social Etiquette & Event Management**
 One Day Seminar

- **Soaps, Candles, Body & Bath Products**
 Presentation College, San Fernando

March – July 2006 - **Balloon Decoration & Craft**
 Community Development – Skills Training Programme

November 2005 - **Loma 286**
Principles of Financial Services & Products
 Life Office Management Association

3rd April 1998 - **Seven Habits Of Highly Effective People**
 Covey Leadership Center, San Fernando

22nd Oct. – 15th Nov. 1998 - **Microsoft Word (Advance), Excel (Advance) & PowerPoint**
 Tucker Energy Services Ltd (In-House Training),
 San Fernando

8th – 31st 1997 - **Autocad Release 12.0 – Level 1 – Grade A**
 San Fernando Technical Institute, San Fernando

25th June 1994 - **Coreldraw 3.0 - Pass**
 Ramdass School Of Computing, San Fernando

12th & 13th January 1989 - **Starting and Managing A Small Business**
 Trinidad & Tobago Management Center, Port Of Spain

Computer Literate In:

Microsoft Office
Netscape Communicator
Internet Explorer

Adobe Photodeluxe

CorelDraw

Ezee FrontDesk (Hotel Program)

Windows Xp

RoomMaster (Hotel Program)

AutoCad Rel. 12.0

References

Ms. Marjorie Smith
Retired Secretary
Trinmar Limited, Point Fortin
Tel.: 648-9323

Mrs. Jenel Phillips
Managing Director
M & J Prints, Point Fortin
Tel.: 648-0330

Ms Teneika Simon
Clifton Hill Manor
Tel.: 294-7853

Ms. Sue Ann Alphonso
Manager
Mega Insurance Co. Ltd., San Fernando
Tel.: 769-8405

Mr. Darell Powder
Supervisor
Tucker Energy Services (Chemical Division) Limited
Tel.: 652-8572/683-3857

Ms Valerie James
Clifton Hill Manor
Tel.: 395-306