

**PERSONAL INFORMATION:**

Marital Status: Single  
Nationality: Trinidadian  
Age: 28  
Date of Birth: 21-10-1986

**OBJECTIVE:**

To acquire a position at a firm in which I will perform at my best, in additionally I wish to expand my knowledge, improve my interpersonal skills and gain worthwhile experience.

**EDUCATION:**

**PRIMARY**

1993 – 1999 Arima Girls R.C School

**SECONDARY** 1999 – 2004 Bishop's Centenary College

2004 – 2006 St. Augustine Community College

**TERTIARY**

2007– Current College of Science, Technology & Applied Arts of Trinidad & Tobago

**ACHIEVEMENTS:**

**SUBJECTS PROFICIENCY GRADE**

Mathematics	GENERAL TWO
English A	GENERAL TWO
English B	GENERAL ONE
Caribbean History	GENERAL THREE
Principles of Business	GENERAL THREE
Biology	GENERAL THREE
Human and Social Biology	ORDINARY LEVEL D
Computer Literacy Technical	PASS

# JENNA GARCIA

Cor. Longden and First Street,  
St. Joseph

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## WORK EXPERIENCES:

(February – August 2007) Telecommunications Services of Trinidad and Tobago (Bmobile)

- **Customer Service Representative**  
**Casher**

(August 2009 – 2014) V.D.V Limited

- **Secretary**  
**Invoices**  
**Quotations**  
**Payroll**  
**Distribution of Jobs**
- **Fleet Supervisor**  
**Collection and Distribution of Stock**

(March 2014 – November 2014) ANSA McAL Limited – Temporary Position

- **Relief Duties – Administration**  
**HR Director's Office**  
**Office Manager's Desk**  
**Telephone Operator**  
**Fulfilling miscellaneous stationery requests from different departments**  
**Booking meeting rooms, conference lines for departments**
- ANSA Merchant Bank Limited  
**Secretary – Temporary**

## TECHNICAL SKILLS:

Microsoft Word, Excel, PowerPoint, Outlook  
Adobe Photoshop and Illustrator

## INTEREST & ACTIVITIES:

Graphic Arts, Photography, Running, Reading, Swimming, Musical Instrument; Piano

## REFERENCES:

Ms. Sharana Mahabir T.S.T.T West Mall Customer Service Representative Tel: 4634933

Andrew Maraj, C.T.T.S.L Limited C.E.O Tel: 683-0999

Margaret Gomez Office Manager

ANSA McAL Limited

11 Maraval Road, Port of Spain

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