

2 Beckles Street
Tacarigua,
Trinidad; W.I.

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Ms. Novella Edwards

Objective: I will bring good focus, quality and great effectiveness to ensure the job is well done.

Date of birth: July 10th, 1981

Religion: Born -Again Christian

Education:

ROYTEC Business School	P.O.S
● Institute of Training & Development (INTED)	P.O.S
● School International Travel & Languages	Trincity
● School of Accounting and Management	St. Augustine
● St. Augustine Community College	St. Augustine
● Arima Girls' R.C. School	Arima

Summary of Qualifications:

Year	Subject	Examination	Type Level	Result
2016	Business Management & Administration		ICM / Tertiary	Diploma
	Portraiture & Cinematography Techniques for Business & Socaial Events			Certificate
2010	Human & Social Biology	C.X.C.	O	II
	English A	C.X.C.	O	III
	Social Studies	C.X.C.	O	III
2005	Tourism Hospitality Management		Certificate Tertiary	Certificate
2004	Accounting Essentials		N/A College	Grade B
2002	Computer Technology		NCC College	PASS
	Systems Development		NCC College	PASS
	Business Organisation		NCC College	PASS
	Business Communication		NCC College	PASS

Work experience:

Jan,'17- July, '17 Job Title:	Royal Castle Ltd Cashier/ Customer Service Representative	Piarco Airport
July,'16- Dec,'16 Job Title:	The RUSH Night Club and Sports Bar Team Leader/ Head Server	Tacarigua
Jun,' 15- Dec,'15 Job: Title:	Pizza Hut Restaurant Server (Short Term)	Valsayn/ Arima
August,'14 - March,'16 Job Title:	Martini Makers Bar Server/ Supervisor for special events	SAN JUAN
Jan,'14 - Feb,'17 Job Title: On Call Staff	HYATT REGENCY Banquet Department/ Restaurant Server	POS TRINIDAD
Jan,'13 - Dec,'13 Job Title: Security Officer (1 year contract)	Premium Security Services Limited	ROYTEC/ ECU POS
June,'11 - Oct,'12 Job Title: Security Officer	Trinidad & Tobago Security Services Limited	WASA Water Works
Aug,'09- Aug,'10 Job Title: Temporary staff	Trinidad & Tobago Mailing Systems Limited (TTMSL)	
Feb,'08-Sept,'08 Job Title: Administrative Assistant (OJT short term) Database updating, making calls to clients, filing, and many other duties.	Information Support Services Limited (Car Search)	St. Augustine
August,'07- Dec,'13 Job Title: Sales Agent Accounting, Viewing properties with clients for both sale & rent. Making calls getting and giving the relevant information to clients about properties.	CNK Realtors (Family Business)	POS
Aug,'05 - Dec,'07 Job Title : Financial Adviser/ Insurance Agent Selling Insurance, Helping Clients with Financial Planning, Delivering Policies, and many other duties.	American Life & General Insurance Company Limited (ALGICO)	

Hobbies:

Cooking, traveling, singing, writing, dancing, reading, drama.

References:

Mrs. Jean Sealy
Retired Teacher
Phone: 782-0776

Mr. Roger Pierre
Managing Director
Phone:349-5351