

***Rozanne Dedier***

*# 4 John Blair Avenue*

*Victory Street*

***ARIMA***

***rosededier@gmail.com***

**667-2112 or 736-0995**

**Objective:**

To be part of a growing organization, whose goals and mission is geared toward first class products, service and customer satisfaction, and whose employees are team players with common goals.

**Work Experience:**

June 08 -January 17	-Clerk 1 at Trinidad & Tobago Bureau of Standards
Filing	-Placing orders for stock, Generating Purchase Orders, etc. (Procurement Unit 2009-2013)
	-Processing cheques, Wire Transfers, Drafts, Utilities, Filing, Processing Employees Travelling/Subsistance Allowances, Reimbursements (Accounts Payable Unit 2013-2017)
June 06 -September 06	- Clerk Typist 1 at Trinidad and Tobago Bureau of Standards (Temp.)
September 06 – August 07	-Administrative Assistant at Courts Trinidad Ltd.
October 05- December 05	-Administrative Assistant at Courts Trinidad Ltd. (Temp.)
	-Writing reports for damage stock, Filing, Data Entry and other Customer related duties.

April 05- September 05                      -Sales and Administrative Assistant at Almawi Ltd.

   -Selling Products, Receiving and Making call to customers and  
Data Entry.

July 04- December 04                      -Information Technology Assistant and Clerical Assistant at  
Bon Air High School.

   -Data Entry, Filing and Assisting students in Computer  
Studies.

August 01- October 02                      -Clerical Duties in the Assessment Office at Birkbeck University  
College, London, England.

   -Data Entry and Filing.

### **Education:**

2011    -School of Business & Computer Science  
   & Authur Lok Jack

April 2002 to September2003 -School of Business & Computing  
   Brixton College London, England.

2000 to 2001                                  -Zenith Educational Institute

1998 to 2000                                  -St. Augustine Senior Secondary

1995 to 1998                                  -Curepe Junior Secondary

### **Qualifications:**

<u>Subject</u>		Grade
CXC English Language	-	3
CXC Office Procedures	-	3

Fundamental of Contract Mgmt-	Certification of Participation
Selecting Suppliers & Managing-	Certificate of Participation
Bid Evaluation 1 & 2 -	Certificate of Participation
Fundamentals of Purchasing -	Persuing Certificate Presently

### **References:**

**#11324 L.Cpl.Darren Cummings - Trinidad & Tobago Defence Force - 365-9362**

**Dayna Joseph - Accounting Assistant (TTBS)-316-9267**