

CHANTEL GRANT

#72 Upper Leotard Gardens, Laventille

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SUMMARY

To acquire a post that will utilise my skills that I have gained over the years, especially in the public sector. I expect this position to give me a chance to learn, advance and contribute to the overall profitability of the organisation that I am employed with.

WORK HISTORY

Jan 2016 to Jul 2016 Typing Assistant

Ministry of Sport and Youth Affairs - St. Clair, P.O.S.

- Transcribe memorandums, letters, excel spreadsheets, job letters and all other legitimate documents.
- Screens incoming calls and relay the information or message given to the relevant personnel.
- Collaborate with the Administrative Assistant to prepare all packages for the interview process.
- Reply to routine correspondence and operate office equipment to complete given tasks.
- Liaise with Ministry personnel and clients and perform routine clerical duties.

Dec 2014 to Dec 2015 Clerk/Typist I (G.H.R.S.)

Ministry of the Attorney General and Legal Affairs - South Quay, P.O.S.

- Recording all information for business registration, name reservation/approval, certified copies, amendments, name change and incorporations.
- Enter and Cash Name Reservation Applications, Business registration and Incorporation documents on TT Biz Link database. File legal applications and deliver authorized legal documents to the public.
- Prepares and types certificates with respect to the Companies Act, 1995 and Business Names Act Chap. 82:85.
- Types Certified/Draft copies and update Companies Registry database. Processes Letters of Consent in respect of the Name Approvals for which consent is required.
- Stamp and sort all post & new registration documents for processing. Receives and enters all Amendment documents for pre-checking. In addition to that entering personnel minutes and preparing returns for salary payment.

Nov 2013 to Dec 2014 Clerical Assistant

Judiciary of Trinidad and Tobago - Knox Street, P.O.S.

- Preparation of memorandums, forwarding forms, letters and requisitions. Scan and fax documents and maintain a registry. Screens incoming calls and relay the information or message given to the relevant personnel.
- Arrange, book conference room and liaise with stakeholders as requested by the Administrative Secretary to the Chief Justice. Request and maintain office inventory. Assist in preparation of estimates for expenditure and other clerical duties.

Nov 2011 to Nov 2013 Clerical Assistant/Library Attendant (O.J.T.- National Training Agency)

Judiciary of Trinidad and Tobago - Knox Street, P.O.S.

- Processing of all book, periodicals and magazines, mounting legal articles, maintaining files and judgement room. Screens incoming calls and relay the information or message given to the relevant personnel.
- Preparation of memorandums, forwarding forms, letters and requisitions. Scan and fax documents and maintain a registry. Arrange, book conference room and liaise with stakeholders
- Request and maintain office inventory. Assist in preparation of estimates for expenditure and other Clerical/Library Attendant duties.

EDUCATION

Sept 2016 to Mar 2017	Culinary Arts • Civilian Conservation Corps.
Sept 2007 to June 2009	CXC/GCE O'LEVELS • St. Augustine Senior Secondary Comp. School
Sept 2004 to June 2007	NSEC • Belmont Junior Secondary School
Sept 1997 to June 2004	SEA • Hokett Baptist Primary School

HIGHLIGHTS

Class Act certificate at the C.L.S.U within the Judiciary of Trinidad and Tobago • Honor Roll certificate • Mathematics certificate • Intermediate Spanish certificate • Percussion instruments certificate

REFERENCES

Ms. Heather Dawn Charles - Senior Lecturer	623-5030 Ext. 5474 (W)
Mr. Johny Kanor - Businessman	756-5241