



# LEONELIA LL. LONG

LOT 86 FIRST TRACE, BAGATELLE, DIEGO MARTIN | 1-868-478-7882

## OBJECTIVE

Decisive, efficient team approach, outstanding communication skills.

## SPECIAL COURSE

- Certificate of Participation in Records and Information Management.
- Certificate of Participation in Customer Service Representative.
- Certificate of Computer Literacy

## EXPERIENCE

### CHECKER • MINISTRY OF AGRICULTURE, LAND AND FISHERIES • NOVEMBER 28, 2005 TO PRESENT

Types and dispatches all correspondence for the Director. Records correspondence and files entering and leaving the office. Interacts with the public and Ministry personnel. Drafts Routine correspondence. Maintains files for the Office. Confers with the Director to arrange meetings with Ministry personnel and clients.

### OFFICE ASSISTANT • TRINIDAD HOSE CO. LTD • MAY 2004 TO NOVEMBER 2005.

Receiving cash and balancing cash drawer at the end of each day. Making deposits on behalf of the company.

### CASHIER • ROYAL CASTLE • DECEMBER 2002 TO JANUARY 2004.

Receiving cash and balancing cash drawer at the end of each day.

## EDUCATION

### CXC • 2011, 2006, 2003 AND 2001 • SCHOOL

English A, Mathematics, Food & Nutrition, Typewriting and Office Administration



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TWITTER HANDLE



1-868-478-7882



LINKEDIN URL