

CARIBBEAN EXAMINATIONS COUNCIL  
SECONDARY EDUCATION CERTIFICATE*This is to certify that*Date of Birth **14 JANUARY 1980****KANDICE H LEWIS**Registration Number **0016260630**

obtained the results shown in the following

**8** subjects in the year**1996 JUNE**

SUBJECT	PROFICIENCY	GRADE	PROFILE
ART	GENERAL	TWO (II)	DRAWING(A),IMAGINATIVE COMPOSITION(B), THEORY OF ART(B)
BIOLOGY	GENERAL	THREE (III)	KNOWLEDGE AND COMPREHENSION(C), USE OF KNOWLEDGE(C),EXPERIMENTAL SKILLS(B)
CHEMISTRY	GENERAL	THREE (III)	KNOWLEDGE AND COMPREHENSION(C), USE OF KNOWLEDGE(C),EXPERIMENTAL SKILLS(B)
ENGLISH A	GENERAL	ONE (I)	UNDERSTANDING(A),EXPRESSION(A)
ENGLISH B	GENERAL	TWO (II)	KNOWLEDGE AND INSIGHT(B), ORGANISATION OF RESPONSE(B)
GEOGRAPHY	GENERAL	TWO (II)	PRACTICAL SKILLS(A),KNOWLEDGE(B), USE OF KNOWLEDGE(B)
MATHEMATICS	GENERAL	TWO (II)	COMPUTATION(B),COMPREHENSION(B), REASONING(B)
SPANISH	BASIC	TWO (II)	LISTENING(B),READING(B),SPEAKING(A), WRITING(B)

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Registrar:



Chairman:

THE COUNCIL WAS ESTABLISHED BY AGREEMENT BY FIFTEEN COMMONWEALTH CARIBBEAN  
COUNTRIES IN 1972 AND IS RECOGNISED AS THE EXAMINING BODY FOR THE AREA.\*Double Subject — A weighting equivalent to two subjects is granted for certain integrated examinations which are equivalent  
to separate examinations in two subjects or which require a total period of preparation in excess of that for two subjects.



CARIBBEAN EXAMINATIONS COUNCIL  
SECONDARY EDUCATION CERTIFICATE

*This is to certify that*

KANDICE H LEWIS

Date of Birth 14 JANUARY 1980

Registration Number 0036400641

obtained the results shown in the following

4 subjects in the year

1998 JUNE

SUBJECT	PROFICIENCY	GRADE	PROFILE
OFFICE PROCEDURES	GENERAL	THREE (III)	KNOWLEDGE(D), APPLICATION(C)
PRINCIPLES OF ACCOUNTS	GENERAL	THREE (III)	KNOWLEDGE(C), APPLICATION(C), INTERPRETATION(D)
PRINCIPLES OF BUSINESS	GENERAL	TWO (II)	KNOWLEDGE(B), UNDERSTANDING(B)
SPANISH	GENERAL	FOUR (IV)	LISTENING(D), READING(D), SPEAKING(D), WRITING(E)

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Registrar: *[Signature]*

Chairman: *[Signature]*

THE COUNCIL WAS ESTABLISHED BY AGREEMENT BY FIFTEEN COMMONWEALTH CARIBBEAN COUNTRIES IN 1972 AND IS RECOGNISED AS THE EXAMINING BODY FOR THE AREA.

\*Double Subject — A weighting equivalent to two subjects is granted for certain integrated examinations which are equivalent to separate examinations in two subjects or which require a total period of preparation in excess of that for two subjects.



22 Kalloo Road,  
Point Fortin.  
Telephone: 648 – 0289 / 0002, 293 – 0915

## Kandice H. Lewis Trotman

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Date of Birth	14 <sup>th</sup> January 1980.
Objective	To serve excellently and to motivate others to do the same.
Education	<ul style="list-style-type: none"><li>• 1984–1991: Clifton Hill Private School, Point Fortin</li><li>• 1991–1996: Holy Faith Convent, Penal</li></ul> <p><b>CXC O'LEVELS:</b></p> <p>Art – 2; Biology – 3; Chemistry – 3; English A – 1; English B – 2; Geography – 2; Mathematics – 2; Spanish – Basic 2.</p> <ul style="list-style-type: none"><li>• 1998 Private Candidate</li></ul> <p><b>CXC O'LEVELS:</b></p> <p>Principles of Business – 2; Office Procedures – 3; Principles of Accounts – 3; Spanish – General 4.</p> <ul style="list-style-type: none"><li>• 1999 – 2002:<ul style="list-style-type: none"><li>• Computer Literacy</li><li>• Microsoft Word</li><li>• Microsoft Excel ver97 introduction</li></ul></li></ul> <p><b>Completed:</b></p> <ul style="list-style-type: none"><li>• Peachtree Accounting (Intro)</li><li>• Practical Accounting (3<sup>rd</sup> programme)</li></ul>

Work Experience

Most recent first

**August 2010 – October 2010**

Family Planning Clerk (relieving)

Point Fortin Health Centre, Family Planning Clinic.

- Updating patient files.
- Preparing monthly, quarterly and yearly reports.
- Maintaining daily records and registers of patients.

**January 2007 – January 2008**

Independent sales representative :

AVON COSMETICS

**May 2007 – August 2007**

Family Planning Clerk (relieving)

Point Fortin Health Centre, Family Planning Clinic.

- Updating patient files.
- Preparing monthly, quarterly and yearly reports.
- Maintaining daily records and registers of patients.

**July 2006 – August 2006**

Data Entry Clerk

St. Raphael's Health Services, Point Fortin

- Entering Data for an independent project.

**August 2005 - January 2006**

Family Planning Clerk (relieving)

- La Brea Health Centre, Family Planning Clinic.

Same duties as at Point Fortin Health Centre.

- Guapo Health Centre, Family Planning Clinic.

Same duties as at Point Fortin Health Centre.

**September 2003 – November 2003**

TRINMAR LTD., Point Fortin.

On-the-job Trainee

Procurement and Logistics Department, Marine Base.

- Assuming duties as a Clerical Assistant to the Coordinator.

April 2003 – June 2003

TRINMAR LTD., Point Fortin

On-the-job Trainee

Industrial Relations Department, Marine Base.

- Assuming clerical duties.

#### Interests and activities

- Dressmaking and Designing, Interior decorating, enjoying music, reading and flagging.
- Currently pursuing a Career Diploma in Certified Wedding Planning with Penn Foster Career School via correspondence.

#### References

Pastor Terrance Marciano  
648-1905

Mr. Paul Millett  
Sea View, Cap de ville  
648-0217

Mrs Herrera  
Population Programme  
674 -8754

# CIJI KENT

Residence: Lot 17E Borganvilla Gardens, Fanny Village, Point Fortin  
Mobile No: 686-6122  
Email Address: [cijigeorge2002@gmail.com](mailto:cijigeorge2002@gmail.com)

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02<sup>nd</sup> March 2016

## TO WHOM IT MAY CONCERN

It is with great pleasure and enthusiasm that I am writing this letter of recommendation for **Mrs. Kandice Lewis-Trotman**.

I have known **Mrs. Lewis-Trotman** for over ten (10) years, and during this journey she has proven to be very dependable, trustworthy and loyal.

**Mrs. Lewis-Trotman** is a remarkable and ambitious young woman who is usually positive in the face of adversity. She is optimistic and sees the best in others. She also treats others with much respect and dignity.

**Mrs. Lewis-Trotman** is very hard-working and always acts consistently with her good personal values.

As such, I believe that she will be an excellent individual for any future endeavour.

If you have any further questions, feel free to contact me at 686-6122.

Sincerely,



**CIJI KENT**

#59 Holly Wood Road

Fanny Village

Point Fortin

11<sup>th</sup> March 2016

**To whom it may concern**

This is to certify that I have known Kandic Lewis Trotman for the Past (5) Five Years. During this time I had the opportunity to really get acquainted with the individual.

Kandic has truly proven to be a kind honest and industrious young woman with the ability to assume responsibility and a desire to give her best in all endeavours undertaken. I am pleased to recommend her for any position she so desires.

Once again the opportunity, she will be an asset to your organisation.

**Yours respectfully**

**Ann Marie Lammy**

  
Ann Marie Lammy  
Manager

Ann Marie Lammy

Ann's Home Décor &

Garment Construction

EXAMINATION RESULT SLIP



**Name:** Kandice Lewis-Trotman  
**Member No:** 513712  
**Sitting No:** TRS0000535  
**Session Date:** 06/2012  
**Print Date:** 06/08/2012

The Association of Business Executives 5th Floor Cl Tower High Street New Malden Surrey KT3 4TE UK

Code	Type	Unit	Grade*
4IA	QCF	Introduction to Accounting	C
4IB	QCF	Introduction to Business	B
4IBC	QCF	Introduction to Business Communication	B
4IQM	QCF	Introduction to Quantitative Methods	D

\*see overleaf for details

PLEASE NOTE THAT AWARD CERTIFICATES ARE SENT OUT SEPARATELY TO SUCCESSFUL CANDIDATES



TRINIDAD AND TOBAGO

CERTIFICATE OF BIRTH

REGISTRATION No: 0420063061

Given Name(s): KANDICE HILARY

Other Name(s):

Place of Birth: PORT OF SPAIN GENERAL HOSPITAL

Name of Mother: CYNTHIA VERONICA LEWIS

Mother's Former Surname:

Mother's Prev. Surname(s):

Mother's PIN:

Occupation:

Informant's Name and Relationship to Child: J KNIGHTS

HOSPITAL CLERK

Registration Date: 28th JANUARY, 1980

Name of Registrar: E BEST HOPE

Entry No: 22

Registration District: CENTRAL, PORT OF SPAIN

Sex: FEMALE

Date of Birth: 14th JANUARY, 1980

Father's PIN:

Occupation:

Informant's Name and Relationship to Child:

Registration District: CENTRAL, PORT OF SPAIN

Entry No: 22

Issued Under My Hand and Seal of Office

day of OCTOBER, 20 11

Registrar General

MINISTRY OF LEGAL AFFAIRS  
OF BIRTHS, HELD BY REGISTRAR GENERAL'S DEPARTMENT  
CERTIFIED TRUE AND CORRECT EXTRACT FROM THE REGISTER