

SUZANNE RICHARDSON

2815, Colvin Patrick Lane, Phase 3,
La Horquetta. Arima.

Email: sarisid45@yahoo.com

Birth Date: 16th May 1960 Cell 350-9150

OBJECTIVE:

A bright, talented and ambitious individual with a strong computer background who possesses self-discipline and the ability to work with the minimum of supervision. To secure a position where I can use my knowledge and experience to bring immediate and strategic value and develop my current skills. I am an honest and hard-working individual with a sense of humour and able to work independently in a busy environment.

Work Experience:

September 2001 – Present
Senior Process Technician
Production Dept.
Guardian Media Ltd.

Duties:

Vetting of ads and entering them into the system to be used in the pagination process.
Building and flowing of Classified pages.
Preparing of pages of all publishing jobs for the printing press.

November 1983 – September 2001

Senior Pressman
Pressroom Department
Guardian Media Ltd

Duties:

Preparing, checking and loading of newsprint rolls onto the press for the printing of the Guardian Newspapers and all other supplements.

Assisted in the cleaning and maintenance of printing press.
Assisted in the printing of all newspapers and supplements.
Assisted in the starting up and shutting down of printing press.

Qualifications:

Certificate - Announcers Training Studio

Broadcast Announcing

Zenith Educational Institute

Computer Literacy

Grade B

John Donaldson Technical Institute

N.E C. Craft Certificate

Offset Printing

Grade B+

G.C.E. Ordinary Level

English Language

Grade C

Mathematics

Grade C

Commerce

Grade C

Computer Studies

Grade C

Pitman

Typewriting

Elementary

Education:

September 1965 – July 1972
Arima Girls' Gov't. Primary School

September 1972 – July 1975
Mount Hope Jr. Secondary

Arima Gov't Secondary
September 1975 – July 1977

Other Interests:

Journalism, Photographpy, Reading, Yoga, Arts/Crafts, Gardening

Referees:

Rawle Babb
La Esmeralda Drive,
Las Lomas#2
Retired Supervisor
Guardian Media Ltd.
339-0702/643-8160

Genevier Sandiford
Mantis Lane,
La Horquetta
Police Corporal
Arima Borough Corporation
714-0907/643-1595