

Danna Therese Rodriguez

#24 Peter Street Perseverance Village Couva

PHONE 1-868-358-0552/752-1656/369-8286

OBJECTIVE

To be a contributing team member and perform my duties to the best of my potential. To achieve the goals set by your organization.

EDUCATION

- ❖ 2014 School of Practical Accounting
- ❖ 2013-2014 University of the West Indies Open Campus
- ❖ 2010 School of Business and Computer Science LTD
- ❖ 2008-2009 Open Bible High School (San Fernando)
- ❖ 2003- 2008 Point Fortin Government Secondary School
- ❖ 1996-2003 La Brea Roman Catholic School

ACCREDITATIONS

C.X.C O' LEVELS GRADES

- | | |
|--|---|
| ➤ Electronic Document Preparation and Management | 2 |
| ➤ Principles of Accounts | 2 |
| ➤ Principles of Business | 2 |
| ➤ English A | 3 |
| ➤ Office Administration | 3 |
| ➤ Social Studies | 3 |

TRAINING & DEVELOPMENT

ACCA Foundations in Accountancy (FIA) with School of Business and Computer Science LTD

Introductory Level

GRADE

- | | |
|------------------------------|------|
| ➤ FA1- Financial Accounting | PASS |
| ➤ MA1- Management Accounting | PASS |

University of the West Indies Open Campus

- Taxation with Bookkeeping

Courses Completed

- | | |
|---------------------|-----------|
| ❖ Peachtree | B+ |
| ❖ Computer Literacy | Completed |
| ❖ Microsoft Word | A |
| ❖ Microsoft Access | A |

Work Experience

- December 2013 – July 2013
Universal Projects Ltd.
Balmain Road Couva
Billing Clerk /Admin/Accounts Clerk
 - ❖ Maintains accounting records by making copies; filing documents.
 - ❖ Reconstructed accounting records from clients' checks and cash receipts.
 - ❖ Generated invoices upon receipt of billing information and tracked collection progress.
 - ❖ Introduced new and efficient accounting, financial and operational systems.
 - ❖ Streamlined daily reporting information entry for efficient record keeping purposes.
 - ❖ Added new material to file records and created new records.
 - ❖ Organized forms, made photocopies, filed records and prepared correspondence and reports.
 - ❖ Assisted with receptionist duties, file organization and research and development.
 - ❖ Placed special merchandise orders for customers.
 - ❖ Responded to all customer inquiries thoroughly and professionally.
 - ❖ Processed cash and credit payments rapidly and accurately.
 - ❖ Documented all customer inquiries and comments thoroughly and quickly.
- Feb 2013- October 2013
Set Ready & Go L.td.
TEUC Buliding Couva
Account Clerk
 - ❖ Petty cash
 - ❖ Bank Reconciliation
 - ❖ Maintains accounting records by making copies; filing documents.
 - ❖ Preparing customers invoices and updating account
 - ❖ Reconciled company bank, credit card and line of credit accounts.

➤ 2009-2011
Ministry Of Tertiary Education & Skill Training (O.J.T)
Vance River R.C School
Assistance I.T Teacher

- ❖ Maintain computers in classrooms and laboratories, and assist students with hardware and software use.
- ❖ Take class attendance, and maintain attendance records.
- ❖ Copying and scanning of student exams
- ❖ Filing Document
- ❖ Assist Principle with sourcing information

REFERENCES

Mr. Raymond Alexander
Teacher 111
794-4954

Mr. Michael L.J. Scott
Former Teacher
777 - 2607