

# *LaToya Benjamin*

*21 Hermitage Road, Gonzales*

*Port of Spain*

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## Objective:

To be a part of a dynamic organization where my skills and experience can be used to effectively achieve goals of the company while allowing me the opportunity to grow both in my career and as an individual.

## Work Experience:

August 2015 - Present

*Closet Red Plus Size Boutique Limited*

### Marketing Assistant/ CSR/ Manager

- *Assisting Director with marketing activities*
- *Maintain and develop a computerized customer database*
- *In store sales*
- *Manager of San Fernando branch*
- *Manage daily cash flow*
- *Manage sales staff*

Aug 2012 – Aug 2015

*Digicel (Trinidad & Tobago Limited)*

### Legal Administrative Assistant

- *Daily Filing*
- *Data Entry*
- *Legal Document Preparation, drafting & adjustments as needed*

- *Petty cash*
- *Stationery procurement*
- *Assist Receptionist*
- *Assist Executive Coordinator*

Oct 2011 – Aug 2012

*Prince And Associates Valuation Surveyors*

**Administrative Assistant**

- *Typing valuation reports & proof reading*
- *Scheduling Valuation surveyors & client appointments*
- *Daily filing*
- *Data Entry*
- *Typing invoices*
- *Telephone operator*

Oct 2010 – Oct 2011

**Fazia Khan (Trinity Chambers) – Attorneys at Law**

**Legal Secretary**

- *Telephone Operator*
- *Preparation of legal documents & invoices*
- *Petty Cash*
- *Ordering stationery*
- *Daily filing inclusive of court documents*
- *Data Entry*
- *Scheduling Appointments*

Jan 2008 – Oct 2010

**Jason Mootoo – Attorney at Law**

**Legal Secretary**

- *Telephone operations*
- *Preparation of legal documents & invoices*
- *Petty Cash*
- *Ordering stationery*
- *Daily filing inclusive of court documents*
- *Data Entry*
- *Scheduling Appointments*

July 2004 – Aug 2007

**Cellular One Limited**

**Accounts Receivable Clerk**

- *Data Entry*
- *Monthly Sales Reports*
- *Petty Cash*
- *Ordering stationery*
- *Daily filing*
- Resolution of customer queries
- Assist with payroll and Bill payments

2000 – 2002

**Ate Logo Warehouse**

**Inventory Clerk**

- *Stock Taking*
  - *Sorting and packaging goods*
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## Educational Qualifications:

### Personnel Management Services Limited

- *Certificate of Training in Effective Business Communication*

### School of Business and Computer Science

- *Professional Customer Service Training: Maximizing Customer Satisfaction*

### National Energy Skills Centre & Ministry of Education

- *Computer Literacy – Microsoft Office Certificate*

### Ministry of Human Development and Culture

- *Certificate of Achievement in Jewelry Making*

### South East Port of Spain Gov't Secondary School

- *English Language*
- *Mathematics*
- *Office Administration*
- *Human and Social Biology*
- *Principles of Business*
- *Typing*

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### Interests/ Hobbies

- *Childcare Services (babysitting)*
- *Cooking*

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### References

- *Fazia Khan – Attorney-At -Law*  
868-733-5220
- *Marva Chow – Prince & Associates Valuation Surveyors*  
868-777-0196