

# Evelyn Noyan

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## PROFILE

Dedicated, honest and hardworking; displays excellent leadership and inter-personal skills. Excels in fast-paced environments. Aims to gain working experience while displaying good work ethics.

## ACADEMIC QUALIFICATIONS

### · Barrackpore West Secondary School (2004-2011)

C.A.P.E Advanced Level Certificate- 8 Subjects

#### UNIT 1

Biology - 4

Chemistry - 4

Communication Studies - 2

Physics - 4

#### UNIT 2

Biology - 4

Chemistry - 3

Caribbean Studies - 2

Physics - 4

CXC Ordinary Level Certificate - 7 Subjects

Additional Mathematics - D

Biology - 3

Chemistry - 2

English Language - 2

Mathematics - 1

Physics - 2

Technical Drawing - 2

## CAREER HISTORY

### BUSINESS OPERATIONS ASSISTANT I

*Human Resources Unit, Contracts Department, Ministry of Rural Development and Local Government, Maraval*

March 2016- September 2016

#### Work duties:

- Prepared Interview packages for Interviewing Panel for Advertised Contract Position
- Greeted potential employees before interviews and verified documentation/ certificates
- Administrative duties such as assisting with sick/personal/vacation leave applications from contact officers.
- Prepared Offer Packages to potential contract officers
- Filing/ Folioing of correspondents from contact offices of various regional corporations.
- Received/ sent telephone messages.
- Took minutes at meetings and meeting reports
- Operate basic office machinery such as photocopier and fax.

## CAREER HISTORY

### CLERICAL ASSISTANT

*Ministry of National Security – Trinidad and Tobago Police Service (TTPS) Siparia Criminal Investigation Division: Crime Scene Unit*

June 2015 - September 2015

#### Work duties:

- Book Keeping of Criminals both First Offenders and Repeaters.
- Book Keeping of Certificate of Character Request for the South Western Division.
- Assisted Police Officers in Typing necessary documents for Court Proceedings etc.
- Received Correspondents and Filing
- Received and Delivered Telephone Messages
- Prepared Certificate of Characters for Signature and Collection.

### CASHIER/DISPATCHER

*JTA Supermarket Ltd, Cross Crossing San Fernando*

June 2014 – August 2014

#### Work duties:

- Cashing of all grocery items.
- Meet and Greet Customers
- Conduct All Money Transaction: Cash, Linx, Credit, Check
- Validate checks.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

## VOLUNTARY/ COMMUNITY SERVICE

- Lab Medica Services Ltd  
Assisted with Phlebotomy Sampling, Testing, and Front Desk Receptionist and Distribution of Patients Lab Results
- Rochard Douglas Presbyterian School  
Assisted Students in Remedial Homework Program.

## COMPUTER SKILLS

- PC Repairs and Programming
- Proficient with Microsoft Office Suite: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook
- Proficient with Internet and Email Usage: Google Chrome ~ Firefox ~ Internet Explorer
- Photoshop CS6
- Graphic Design and Video Editing

## ADDITIONAL SKILLS

- OJT Life skills Program 2011
- Spanish - Basic Level
- Photography

## CERTIFICATES/ AWARDS

- NCG Natural Gas Workshop 2014
- Caribbean Youth Science Forum 2010
- Inter-school Christian Fellowship 2009
- Innovation at Annual Science Fair 2009
- Science and Technology Award 2011
- Most Outstanding Student Award 2010/2011

## EXTRA CURRICULAR ACTIVITIES

### **Barrackpore West Secondary School**

- School Prefect 2009-2011
- Public Relations Officer of the Student Council
- President of Inter-school Christian Fellowship
- President of Literary and Debating Society
- President Science and Technology Club
- Co-ordinator of Science Fair Committee
- Participant at the Caribbean Youth Science Forum 2010
- Participant at the 11th Annual Youth Parliament Debate 2010
- Yearbook Editor 2009
- RBTT Young Leaders Debate 2007

## REFERENCES

**Name:** Ms Haymatee Sooknarine  
**Address:** Clarke Road, Penal  
**Telephone:** 476-5852  
**Job title:** Human Resources Officer III  
Ministry of Rural  
Development and Local  
Government

**Name:** Sergeant Govinda Nemai  
**Address:** Dickie Trace, Palo Seco  
**Telephone:** 649-9184  
**Job title:** Police Officer  
Siparia Criminal  
Investigation Division

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