

Sherry-Ann Alexander

Address : LP #55 Wilson Road, Four Roads, Diego Martin

Mobile Phone : (868) 277-0186

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SECONDARY EDUCATION

Polytechnic Sixth Form St. James	(CXC) Secondary Education Certificate	September 1992 – July 1993
Subject:	Mathematics	II
St. Joseph's Convent Port-of-Spain	(CXC) Secondary Education Certificate	September 1986 – July 1989
Subjects:	English (A)	II
	Typewriting	II
	Principles of Business	II
	English (B)	I
	Principles of Accounts	I

ADDITIONAL TRAINING

LinkedIn Learning	Customer Service Fundamentals	October 2016
Online Courses	Outlook 2013 Essential Training	October 2016
	Business Etiquette	October 2016
Smartly by Pedago, LLC	Marketing Fundamentals	June 17, 2016
Washington, D.C., U.S.A.	Digital Marketing	June 30, 2016
Online Programmes	Project Management	July 20, 2016
Deltasoft Computer Training & Services	Microsoft Office Desktop Applications	November 2008-
St. Clair	Certificate Levels I&II	December 2008
	MS Excel	MS Access
	MS Word	MS PowerPoint
School of Business and Computer Science Limited	Business Administration - Diploma Level I -	June 1994 –
Champs Fleurs	The Association of Business Executives	December 1995

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WORK EXPERIENCE

Marketing/Sales Representative
Island Flavours Limited
Port-of-Spain

April 2010 - January 2012

- Supplied products to external clients – 30 weekly
- Processed invoices and purchase orders – 10 daily
- Generated reports on inventory – 100 products

Administrative Clerk (Contract)
Ministry of Finance
Customs & Excise Division
Port-of-Spain

September 2009 - December 2009

- Processed claims – 100 weekly
- Database Management – over 10,000 records
- Distributed completed claims to customers – 60 daily

Administrative Clerk (Contract)
The University of the West Indies
Business Development Office
St. Augustine

March 2006 – May 2006

- Administered payments to stakeholders – 200 vendors
- Organized dossiers for conference – 150 participants
- Arranged travel and accommodation – 50 foreigners

General Clerk
Water and Sewerage Authority
Trinidad W.I.

June 1990 – August 1997

- Processed over the counter payments – 200 daily
 - Project/Job costing and data entry - averaging 100 jobs daily
 - Reconciled Bill Payments and Income Statements - \$10m weekly
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