

ANDREA PAYNE

Permanent Address: LP# 55 Railway Road, California, Trinidad, West Indies

E-mail: andapayne@gmail.com; **Phone:** (868) 720-7502

QUALIFICATIONS

Advanced Level (A' Level) Certification

Chemistry.....November 2005

Mathematics.....June 2003

Process Plant Operation (PPO) Certification.....December 2004

Instrumentation and Control (Credit); Plant and Plant Services (Credit)

Ordinary Level (O' Level) Certification.....June 2002

Mathematics Grade I

Physics Grade II

Chemistry Grade III

Biology Grade III

English Grade III

EMPLOYMENT / EXPERIENCE

St. Clair Medical Sciences Complex, St. Clair, Trinidad.....December 2005-March 2006

Administrative Assistant – Main Desk and Telephone Operator

- Admitted patients as quickly as possible to ensure timely medical attention
- Ensured the highest level of patient confidentiality
- Updated patient information electronically
- Assisted patients and visitor with queries and concerns

Sixth Form Association Services, Carapichaima, Trinidad.....July 2004–August 2004

Peer Tutor

- Voluntarily assisted students in remedial Mathematics and English courses
- Created learning techniques to help students improve their reading ability
- Conducted classroom exercises to help troubled students cope with school work
- Helped students gain confidence in participate in academic related activities

EXTRA-CIRRICULAR

NGC Couva Joylanders Steel Orchestra

FORMER EXTRA-CIRRICULAR

Volunteer, AIDS Awareness Group, Chaguanas; **Participant**, National Association for the Empowerment of African People (NAEAP) Leadership Seminar, COSTATT; **Representative**, Zonal Athletic Meet (Couva Junior Secondary School, CJSS), Port of Spain, Trinidad

AWARDS

CJSS Certificate of Merit in Track and Field; CJSS Certificate of Merit in Open Category

References and supporting documents submitted upon request