

Marijan Butts

Emery St, Diego Martin, Diego Martin • 637-9068 • 777-2925 • marijanbutts@hotmail.com

Professional Summary

Enthusiastic and well-organized Administrative Assistant with solid background in data entry, schedule management and event planning.

Skills

- Skilled in intake interviewing
- Mathematics Teacher
- Life Enhancement Initiator
- Legal administrative support
- Meeting minutes
- Professional phone etiquette
- Database management
- Customer service-oriented
- Flexible
- Typing speed 50wpm
- Attending multiple customers
- Handling difficult customers
- Positive attitude
- Interpersonal skills
- Highly reliable
- MS Office proficient
- Child psychology knowledge
- People-oriented

Work History

Registrar North Westmaritime Ltd. – 125 Western Main Road, Coral Cove Marine, Chaguarmas Secretarial work Register students into classes Teach Mathematics to students	05/2014 to Current
Field Sales Agent TSTT Blink – Port of Spain <ul style="list-style-type: none">• Introduce Clients to Blink Internet, Blink Entertainment, Blink Vigilance and Fixed Lines services for both residential and business lines.• Maintained and organized a customer database of over 600 clients nationwide.	01/2013 to 04/2014
Legal Secretary DAWILL Law Academy – Diego Martin Welcome clients in person or on the telephone; answering or re-directing inquiries Prepared legal documents on the computer.	09/2008 to 11/2013
Trainee Guidance Counselor Ministry of Education Student Support Services Division – Port of Spain Assisted in planning and delivery of Guidance and Counselling at both primary/secondary levels. General Clerical Work	09/2011 to 09/2012
Cashier Hilo Food Stores - Alyce Glen – Petit Valley Received payment by cash, credit cards, vouchers and debit cards. Greet and help customers get their goods.	01/2009 to 05/2010
Research Assistant Ministry of Social Development - NFS – St. Vincent Street Port of Spain Designed and created surveys and programs. Collated statistics	01/2008 to 01/2009

Education

Bachelor of Arts: Criminal Justice

Current

College of Science, Technology and Applied Arts of Trinidad and Tobago - Melville Lane Trinidad

Bachelor of Science: Psychology

2011

University of Southern Caribbean - Maracas St. Joseph

Volunteer experience

- **Police Youth Club** March 2012 to Present
- **Altar Server** March 2000 to 2012
- **Tutor** 2005-2006, 2010 - Present
- **ChildLine** August 2011 to 2012
- **Junior St. Vincent De Paul** January 2003-2006