

# Kathy – Ann Forbes

682 Nautilus Circular  
Bon Air West  
Arouca  
Tel.868 728 1872

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**OBJECTIVES:** To gain knowledge through acquired skills and experience, this provides opportunity for personal and organizational growth.

## **WORK EXPERIENCE:**

- ❖ **Energy Dynamic Limited**  
Records Management Clerk 2015 - 2017  
**Duties Include:**
  - Electronic and Manual Document filing and scanning.
  - Administrative Duties
- ❖ **Colonial Life Insurance Company Limited**  
Record Management Clerk 2010 - 2014  
**Duties Include:**
  - Scanning (Adobe and inbasket scan),
  - Filing electronically and manually (AS 400 and Adobe),
  - Retrieving physical and electronical File,
  - Monthly Production Report (Excel /word)
- ❖ **Document Wizard Trinidad Limited**  
Operation Senior Supervisor September 2004 – November 2010  
**Duties Include:**
  - Record keeping of staff attendance and Lateness
  - Supervision of Operations Department
  - Monthly Operation Reports
  - Quality Assurance on operation production
  - Retrieval of Scanned images and physical files.
  - Off sight storage of Physical Records
  - Records Disposal

**Operation Imaging Technician** 2003 - 2004
- ❖ **Cheryl's Dynasty of Fashion:** Henry Street Port Of Spain  
Counter Clerk January 2000 - Dec 2000
- ❖ **FHS Supermarket:** Independence Square Port Of Spain  
Cashier April 1996 - December 1999

❖ **Upper Laventille Health Centre**

Medical Clerk - November 1988 - December 1989.

**Qualification:**

<i>Subject</i>	<i>Grade</i>	<i>Exam Period</i>
Electronic Document Preparation and Management	1	2007
Office Administration	2	2007
English (A)	3	2006
Accounts	2	1992
English (B)	2	1988
Mathematics	3	1989

**OTHER ACHEIVEMENTS:**

- Certificate - Supervisory Management
- Diploma - Psychology (Behavior and Personality)
- Diploma - Human Resource Management
- Introductory - Peachtree Accounting
- Pitman Intermediate Certificate - Bookkeeping and Accounting:
- Certificate - CPR and First Aid.
- Computer Literacy
- Associate Degree - *COSTAATT*- Management with Accounting - 2009-2014

**INTEREST:**

- *Auxiliary Fire Fighter* - The Trinidad and Tobago Fire Service - 2007 to 2014
- *Assistant Coach* - The Trinidad and Tobago Fire Service Youth Netball Team 2011 - Present

**PERSONAL DATA:**

- Date of Birth: September 7th 1970
- Marital Status: Single

**REFERENCES:**

Glenda Red Austiny  
Trinidad and Tobago Fire Service  
8676898657

Michelle Mark  
Police Officer  
St James Police Station  
7434241