

Terlena Lamsee



OBJECTIVE: To function in a Dynamic, viable and Challenging position, whereby my skills, knowledge and dedication to quality work will help to achieve Company objective as well as to both enhance and aid in my development and growth as a professional Individual.

EDUCATION:

<u>SCHOOLS:</u>	2012- Present:	College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
	2004:	School of Practical Accounting (SPA)
	2000-2002:	Pleasant Ville Senior Comprehensive School.
	1997-2000:	San Fernando East Junior Secondary School.
	1990-1997:	San Fernando Girls Anglican School.

SUBJECTS:

Human and Social Biology
Physics
Biology
English A
History
Mathematics
Chemistry
English B
Principles of Business

GRADES:

B
1
2
2
2
2
3
3
3

OTHER EDUCATIONAL INSITUION:

- 2002-2003: *National Energy Skills Center (NESC)*
Computer Literacy (Advance)

MODULE:

PowerPoint
Microsoft Word
Microsoft Access
Microsoft Excel

GRADES:

A
A
A
B

- 2004: *School of Practical Accounting (SPA)*

COURSE:

Hands on
Practical Accounting
Peachtree Accounting

GRADES:

A+
B+
B

- 2012-Present: College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
B.Sc. Biology (4th year)

EMPLOYMENT HISTORY:

Volunteer Work

Year- Sept. 2004- June 2005

Organization – **ALTA TUTORS**

Location- Naparima Girls College

Position Held- Tutor

Duties- Assisting with the registering process

Teaching adults to read and write

Organization Group Studies for students

Organizing Class Assignments, study Material and games

Collecting and correcting Assignments

Beginning and End of Term Assessments

Mentor for Students

Staying back after classes to help weaker students, assisting students with other reading related everyday task such as filling out forms and studying for other practical exams (Not part of job description)

Year- Jan. – Apr. 2005

Organization- **Southwell Racing Service**

Location- Coffee Street, San Fernando

Position- Filing Clerk/Teller.

Duties- Taking reports at the end of the day.

Reviewing Races for Runs and Scratches (Horses that are scratched, cancelled races changed of the jockeys etc.)

Opening and Closing Races for Bets.

Posting Results

Ensuring the correct results are computerized for cashing of Bets.

Double Checking Non- Computerized bets

Selling Bets, Canceling Bets.

Year- Apr. 2005- Nov. 2006

Organizing- **browwwsers Cyber Cafe**

Location- Coffee Street, San Fernando

Position- Cyber Café Assistant\ Assistant Manager.

Duties- Management

Double Checking paper work and employees cashing up.

Accounts, Pay Roll, NIS, Health Surcharge, Invoices, Organize Spreadsheet etc.

Assigning staff to areas, Disturbing responsibilities and ensuring that they are done, Follow up on Jobs

Filling Bills, Checking Inventories, Writing up Deposit Books

Marketing Products, Customer Service, Displaying Showcase of Products

Programming the Cash Register

Operator of Cyber Café Pro.

Doing research on the internet, typing and formatting legal Documents, etc.

Photocopying, faxing, printing, scanning, laminates.

Basic graphic designs, Call cards, Letter heads, Flyers, Programs etc.

Ring Tones

Time Keeping, Spot Check

Cashier, NLCB Machine Operator

Year- Nov. 2006- Mar. 2007

Organizing- **J.E. Jackson Law Office**

Location- Harris Promenade, San Fernando.

Position- Legal Clerk.

Duties- Typing and formatting Legal Documents: Wills, Deeds, Affidavits, Petitions, Correspondences etc.

Organizing documents for Probate, Matrimonial, Conveyances etc.

Double Checking paper work

Filing /Registering Documents at Sub- Registry, San Fernando

Accounts, Filling Bills, Invoices, Organizing Spreadsheet etc.

Public interaction via telephone and one to one contact, Arranging Meetings

Running Errands such as Banking, paying bills and Field work

Year- Mar. 2007- July 2014

Organizing- **Presentation College**

Location- Coffee Street, San Fernando.

Position- OJT May 2007- Nov 2007

Duties- Data Entry: Student Info. Registration, Grades, Updates etc.

Assist with Supervision during Exams

Preparing transcript, Typing, Filing etc.

Photocopying, faxing, printing.

Public interaction via telephone and one to one contact.

Assist with the School's Book Rental Program.

Upgrading and Maintaining the School Library system.

Position- Accounts Clerk (Dec 2007- July 2014)

Duties- Updating Accounts, Pay Roll, NIS, Health Surcharge, Invoices, Organize Spreadsheet etc.

Collecting funds and donations, writing up Deposit Books and cheques, ensure payments of bills, Filling Bills etc.

Photocopying, faxing, printing, scanning, laminates.

Public interaction via telephone and one to one contact

Assisting students and staff members with Projects/Typing and other school activities (Not part of job description)

Assisting students with Home Work, SBAs, Projects etc (Not part of job description)

TRAINED SKILLS:

- 2004: *School of Practical Accounting (SPA)*
Office Etiquette
- 2005: *Trinidad and Tobago Red Cross Society*
First Aid and CPR

HOBBIES:

Swimming, Badminton, Hiking, Reading (Fiction & Non-Fiction)

ASSETS/ ACQUIRED SKILLS:

Secretarial, Computer Savvy, Instructing, Multitasking, Time Management, Typing, Team Player, 9 Years Driving Experience on a Manual-transmission gearbox (accident free).

REFERENCES:

NAME- Lee Andra Prentice (Nurse)

ADDRESS- 43 St. Joseph Road,
San Fernando.

PHONE- 294-8301 (C)

NAME-Dr. Patrick Campbell (Senior
Lecturer- COSTAATT)

ADDRESS-

PHONE- 754-6813(C)