

Carleen Waldron

Resume

Objective: To achieve overall professional development, through the knowledge and skills I possess and be a valuable asset to any establishment that seeks my services. Also to be a high performing member of a dynamic organization where my skills will be fully utilized and my fullest potential realized.

Address: L.P. #63 Upper Layan Hill, Belmont, Port of Spain

Date of Birth: 9th March, 1998

Age: 20

Marital Status Single

Phone Contact: 1-868-362-9511

Email: carleen.waldron18@gmail.com

Education

St. Francis Girls Roman Catholic School	2003-2010
Tranquillity Government Secondary	2010-2015

Qualifications

Caribbean Examinations Council – General Level

- | | |
|--------------------------|-------------|
| ➤ Information Technology | Grade One |
| ➤ Mathematics | Grade One |
| ➤ Principles of Account | Grade Two |
| ➤ English A | Grade Three |
| ➤ Principles of Business | Grade Three |

Work Experience

1st, July, 2015 – 28th September, 2015

EPL Properties Complex

Position: Senior Camp Counselor

Responsibilities:

- Escorted and monitored children on field trips to swimming pools, amusement parks, and outdoor recreational parks
- Counselling children who displayed unruly behavior on the importance of respect, kindness, and understanding through positive reinforcement
- Informed parents of childrens' behavioral and observed social withdrawal issues
- Participated with children in activities such as singing, sports, board games, and storytelling
- Mentored and tutored children on math, reading, and speech

11th, January, 2016 – Present

Adult Literacy Tutor Association

Customer Service Representative/ Clerical Assistant

Belmont Branch Monday – Friday only

Responsibilities:

- Customer Service Representative
(serving customers over the counter and over the phone)
- Answering incoming calls and forwarding them to the relevant departments
- Stocktaking
- Preparing Orders for Customers
- Preparing Basic Spreadsheets
- Data Entry
- Assisting Colleagues, CEO and Managers in any way possible
- Assist in the preparation of meetings, conferences and conference calls
- Provide general administration services to make sure efficiency and effectiveness
- Direct the personal and the general public to the suitable staff member
- Deliver the mail
- Open and date stamp correspondence
- Develop and maintain a precise filing management system
- Obtains or receives merchandise, total bills, accept payments(cash, cheques and linxs)
- Arranges merchandise on counters and shelves
- Answer ALTA phone promptly and in a business-like manner; screen calls, directing calls to respective officers
- clear voice mail regularly during the course of a day; pass on the information or follow up on messages
- Immediately acknowledge and attend courteously to visitors, determining nature of business and directing to respective officers
- Supply receipts/invoices for the purchase of literacy material
- Keep a supply of current materials on the reception shelves
- Monitor sale of workbooks, sight word/phonics cards and cassettes in stock so as to maintain adequate supply at all times
- Balance cash holdings on a daily basis and have it checked and authorized by another senior officer
- Assist in the marketing of ALTA material (games, spelling dictionaries etc.)
- Report to Class Manager and act on her directions to address any venue problems
- Prepare and supply tutors with attendance register at the start of each term, blank card, games/bingos, other literacy material for classes


- Keep records of loaned whiteboards, dictionaries, wooden alphabets, game sets and library sets; Follow up on their return
- Print out games and other resources for tutors
- Prepare and print student certificates
- Prepare and print graded certificates for tutors in time for presentation at the Annual General Meetings
- Assist with preparation of agenda; Prepare attendance register, materials and layout of chairs in conference room

References

Ms Paige Andrews
Communications Officer
Belmont Branch, Adult literacy Tutor Association (ALTA)
624-2582 EXT. 227

Mr. Hollis Collier
Police Constable #15776
Trinidad and Tobago Police Service
Port of Spain
1-868-750-9601

**Republic of
TRINIDAD
and
TOBAGO**





NATIONAL IDENTIFICATION CARD


Carleen Waldron.

NAME
WALDRON, CARLEEN CATHRINE

Kenneth Haan **CHIEF ELECTION OFFICER**



WALDRON, CARLEEN CATHRINE		
DATE OF ISSUE 2015-06-23		EXPIRY DATE 2025-06-23
DATE OF BIRTH 1998-03-09		REGISTRATION No. 19980309011
CITIZENSHIP STATUS TRINIDAD & TOBAGO		PLACE OF BIRTH PORT OF SPAIN
SEX F	COLOUR OF EYES BROWN	HEIGHT cm 159
SOCIAL ASSISTANCE No.		COLOUR OF SKIN DBROWN
BLOOD GROUP		NATIONAL INSURANCE No.





CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

This is to certify that

CARLEEN CATHRINE WALDRON

has been awarded the

Certificate in Business Studies

on this fifteenth day of

March 2016

having satisfied the requirements based on examinations in the following 5 subjects

SUBJECT	PROFICIENCY	GRADE
ENGLISH A	GENERAL	III
INFORMATION TECHNOLOGY	GENERAL	I
MATHEMATICS	GENERAL	I
PRINCIPLES OF ACCOUNTS	GENERAL	II
PRINCIPLES OF BUSINESS	GENERAL	III

Registrar:



Chairman:

Caribbean Examinations Council (CXC®) was established by agreement by fifteen Commonwealth Caribbean countries in 1972 and is recognised as the examining body for the area. English is the official language of CXC® examinations.

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UCN: 20150002709



Certificate of Graduation

is awarded to

Carlzen Waldron

In recognition of having completed a course of study at
Tranquillity Government Secondary School
for the period
2010 to 2015

Terrina M. Baker

Dean

April 23rd 2015

Date

A. Balchan

Principal

This is to certify that I have known **CARLEEN WALDRON of UPPER LAYAN HILL BELMONT** for the past **TEN (10)** years during which period I have found her to be an honest and industrious person of sober habits.

She comes from a very deep religious background which accounts for her morality and good character.

To the best of my knowledge and belief she has respect for law and order.

She is a quiet unassuming person with a very good temperament.

In the circumstances, I have no hesitation in recommending her as a fit and proper person and I am confident that she will be an asset to any institution or organization.

A handwritten signature in black ink, appearing to read "Hollis Collier" with a stylized flourish.

Hollis Collier
Constable of Police
#15776

08 February 2018

To whom it may concern,

REFERENCE FOR MISS CARLEEN WALDRON

I, Paige Andrew, have known Carleen Waldron for two years having worked closely with her at the Adult Literacy Tutors Association. I have found Carleen to be an exceptionally hardworking and productive employee who takes initiative and ensures that all tasks are completed to the best of her ability.

Carleen is a team player, gets along well with others, has an eye for detail and will be a valuable addition to any workplace. As a receptionist and clerk, Carleen is well mannered, patient and friendly and one of the best people anyone can have at the front of their organisation.

She learns quickly, is eager to implement new tasks and communicates well both orally and in writing.

I recommend Carleen highly for any relevant position you have at your company with confidence that she will carry out her duties effectively and efficiently.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paige Andrew', with a long horizontal flourish extending to the right.

Paige Andrew