

Jessica .M. Peña

#70 Sapodilla Drive, Cashew Gardens, Longdenville, Chaguanas
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OBJECTIVE

- To become an efficient individual who is capable of fulfilling the assignments given to her within the specified timeframe as well as to be an asset to any organization.

EDUCATION

A.S.J.A Girls' High School

Charlottesville, Chaguanas

Modern Studies

2006-2012

Pursued Caribbean Examinations Council (CXC) and Caribbean Advanced Proficiency Examinations (CAPE) courses

Caribbean Examinations Council (CXC)

GRADE

Caribbean Advanced Proficiency Examinations (CAPE)

GRADE

English B

I

Caribbean Studies

II

English A

II

Communication Studies

II

Mathematics

III

Geography Unit 1

IV

Spanish

III

Geography Unit 2

IV

Social Studies

II

Literatures in English Unit 1

III

Geography

II

Literatures in English Unit 2

III

Caribbean History

III

Sociology Unit 1

II

Visual Arts

II

Sociology Unit 2

III

The University of the West Indies

St. Augustine

Bachelor of Science- (Evening Student)

2012-Current

BSc Degree of Economics (Special) with a minor in International Relations

EXPERIENCE

Chaguanas North Secondary School

Montrose, Chaguanas

Clerical Assistant (On the Job Training)

05/06/2012 – 30/08/2012

- Customer Service, filing, documentation and any other related duties.

University of the West Indies- S.A.C. Labs

St. Augustine

Assistant Supervisor and Office Assistant

09/09/2013 – 20/12/2013

- Ms. Harricharan (SAC Office: 868-662-2002 Ext. 82419/82223)
- Photocopying, printing, documentation, Management of petty cash and collection and delivery of funds to the respective office on a daily basis.

Ministry of Education Examinations Section

Carapichaima, Chaguanas

Assistant Supervisor

17/12/2013 – 17/01/2014

- Mrs. Sarah Charles (Telephone: 868-301-2058)
- Supervising, distribution and collection of papers from private candidates during January examinations.

Ministry of the People and Social Development-

Social Welfare Division, Caroni Local Board

Eleanore Street, Chaguanas

Temporary Clerical Assistant

05/06/2014 – 15/08/2014

- Mr. David Cummings- Supervisor (Telephone: 868-665-3282, 623-2608 ext. 6200-6203)
- Entering of minutes for monthly board meetings in associated books, entering of new, reapplied, deferred, further deferred, rejected, approved and suspended cases for Public Assistance Grant (PAG), Disability Assistance Grant (DAG), Senior Citizens Pension (SCP), Emergency Case Fund (ECF), assisting the technical officers, filing, updating of registers, key punching, data entry.

Ministry of the People and Social Development-

Social Welfare Division, Caroni Local Board

Eleanore Street, Chaguanas

Clerical Assistant (On the Job Training)

12/01/2015 – 11/10/2016

- Mr. David Cummings- Supervisor (Telephone: 868-665-3282, 623-2608 ext. 6200-6203)
- Entering of minutes for monthly board meetings in associated books, entering of new, reapplied, deferred, further deferred, rejected, approved and suspended cases for PAG, DAG, SCP, ECF, assisting the technical officers, filing, prepare retrievals and cancelled Cheques, Attending to clients at the counter of LCE (Life Certificate) updating of registers and passing all applications to the relevant officers for further investigation, keeping record of all incoming mail and outing mail, preparation and distribution of all reject notices for DAG, SCP and PA applications, key punching, data entry.

CERTIFICATES OBTAINED

- **Certificate in Computer Literacy (2010) - YTEPP** Chaguanas
Youth Training and Employment Partnership Programme (YTEPP) Limited
- **Certificate of Completion in Adobe Photoshop and Illustrator (2015)**
– **CTS College** Chaguanas
CTS College of Business and Computer Science

REFERENCES

- **Mr. David Cummings** Chairman/ Supervisor
Social Welfare Division, Caroni Local Board
(Telephone: 868-623-2608 ext. 6201-6203)
- **Mrs. Tennille Beckett** Social Welfare Advisor I (SWA 1)
Social Welfare Division, Caroni Local Board
(Telephone: 868-485-0934/ 868-321-9442)
- **Mr. Walter .R. Dickson** Social Welfare Advisor I (SWA 1)
Social Welfare Division, Caroni Local Board
(Telephone: 868-379-9828/ 868-271-9682/ 868-310-9168)
- **Mrs. Allison Bernard** Neighbor (Preschool Attendant)
Seagrape Drive, Cashew Gardens
(Telephone: 868-671-5286/ 868-744-4313)