

ANDREA T. CHARLERIE

acharlerie@gmail.com | 686-1903/667-6153 | Arima, Trinidad & Tobago, W.I

Professional Experience

CHIEF BRAND PRODUCTS, Charlieville

June 2014 – Ongoing

Export Sales Representative

- i. Initiate contact and conduct correspondence with export customers and potential customers.
- ii. Liaise with Foreign Language Countries to build export-related links.
- iii. Conduct general export related tasks.
- iv. Generate and prepare monthly reports.
- v. Answer and direct telephone calls occasionally.

MARKET FACTS & OPINIONS, Port-of-Spain

July 2014 – Ongoing

Transcriber

- i. Transcribe audio interviews with focus groups & one-on-one within a given timeframe.

LYCEE GRORGES BRASSENS, Courcouronnes 91080, France

October 2013 – April, 2014

English Language Assistant

- i. Teach/Tutor Small Class Groups
- ii. Assist Teachers In Preparing Classroom Lessons
- iii. Conduct Oral Examination Practice
- iv. Produce English Audio Material
- v. Attend Teaching Workshops

ARIMA DIAGNOSTIC CLINIC, Arima

February 2011 - September 2013

- i. Conduct Accounts Payables
- ii. Salary Preparation
- iii. VAT Preparation
- iv. Clear Cash Register at specific times
- v. Roster Cashiers
- vi. Prepare Customer Refunds
- vii. Update Expenses & Sales Database

THE UNIVERSITY OF THE WEST INDIES (HEU, CENTRE FOR HEALTH ECONOMICS), St. Augustine

2007 – January 2011

Clerical Assistant II

- i. Personal Assistant to the Director of the Centre
- ii. Plan and Organize Meetings, Conferences and Staff Social Activities
- iii. Prepare Proposals and Reports for Submission/Delivery to Relevant Parties
- iv. Organize and Maintain General and Personal Files
- v. Initial Processing of Payments for Suppliers
- vi. Ensure that the needs of the Staff are carefully dealt with

ELECTIONS & BOUNDARIES COMMISSIONS (EBC), Barataria

September – October, 2007

Temporary Clerical Assistant

- i. Data Entry
- ii. Count Eligible Electors
- iii. Maintain Binders with Confidential Information

Date Of Birth: May 9, 1983

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THE MINISTRY OF SCIENCE, TECHNOLOGY & TERTIARY EDUCATION (MSTTE) (LIFE SKILLS UNIT) **April, 2006 – 2007**

On-the-Job-Training (OJT) Life Skills Assistant

- i. Edit the Life Skills Handbook
- ii. Plann and Organize Workshops for the Training of Life Skills Tutors
- iii. Plan and Execute of HIV/AIDS Awareness Workshop for MSTTE Staff
- iv. Prepare Relevant Posters for Internal Activities

Education

UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

2013 Pg. Dip. TESOL

2007 BA Spanish & Communication Studies

THE MINISTRY OF COMMUNITY DEVELOPMENT

2003 Certificate in Events Management

Languages

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Spanish	Very Good	Very Good	Very Good
French	Very Good	Good	Good

Skills & Interests

Computer Literate: working knowledge of Microsoft Office;
Certificate in Radio Broadcasting;
Learning Languages;
Outdoor Activities;
Further Learning...

Volunteer Experience

Ongoing

Past and current involvement in the Reformed Evangelical Church's Work with Book Store

2010 July

Assistant in Chaperone Team for
St. Joseph's Convent, St. Joseph's School Trip/Tour to Cuba and Panama

REFERENCES AVAILABLE UPON REQUEST

Date Of Birth: May 9, 1983 |