

Martin St. John

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Santa Rosa Heights, Arima
Trinidad, W. I.
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Objective To utilize my ability in a cost effective manner compatible with my employer's mandate.

Experience **2001 – present** **Office Assistant / Driver**

Water and Sewerage Authority, St. Joseph

- Executive Chauffeuring
- Collection and delivery of goods
- Transportation of Office Staff

1998 – 2000 **Cargo Agent**

General Aviation Company Limited

- Receiving, clearing and dispatching aircrafts
- Cargo tallying and manifesting
- Customer service

1996 – 1998 **Cargo Agent**

Caribbean Aviation Company Limited

- Receiving, clearing and dispatching aircrafts
- Cargo tallying and manifesting
- Customer service

1987 – 1998 **General Manager / Owner**

El's Enterprises Limited

- Operating movie rental store, video arcade, Ice cream parlour and fast food take away restaurant
- Customer service

1977 – 1987 **Warehouse Supervisor**

Automotive Components Limited

- Inventory control

- Temporary staff recruitment
- Purchasing – local and foreign
- Work scheduling
- Salary and payment approvals
- Customer service – both in-house and public
- Report writing and attending weekly meetings – Supervisors and Managers

1975 – 1977 Plant Maintenance Technician

Industrial Manufacturers Limited

- Maintain plant, machinery, tools and die
- Tool manufacturing
- General production preparation

Education	2011	CXC Secondary Education Certificate in Office Administration, Social Studies and Spanish
	2007	CXC Secondary Education Certificate in English A and Principles of Business
	2006 – 2007	Arima Government Primary School (Adult Classes) Secondary Education Certificate
	1982 – 1983	Institute of Languages Certificate of Diligence – Intermediate Spanish
	1980 – 1982	Institute of Languages Certificate of Diligence – Elementary Spanish
	1977 – 1979	The Trans World Tutorial College Certificate – Storekeeping and Stock Control
	1971 – 1975	St. Bede's Vocational School Certificate of Proficiency – Machine Shop Craft
	1969 – 1971	Institute of Languages Certificate of Diligence – Intermediate Spanish

Professional Qualifications	2010	Ministry of Food Production, Land & Marine Affairs Certificate in Commercial Aquaculture (Intermediate & Advanced Modules)
	2009	Ministry of Food Production, Land & Marine Affairs Certificate in Commercial Aquaculture (Basic Module)
	2008	Training and Logistics Limited Certificate in Defensive Driving
	1999	Distance Learning Centre Certificate – Computer Literacy Introduction Course
	1987	The Academy of Insurance Salesman License – Ordinary Life & Industrial Insurance
	1985	Dale Carnegie Management Seminar Certificate of Participation
	1985	Management Development Centre Certificate – Managing Warehouse Operations

Interests Community Service

Membership Member of:

- Venezuelan Cultural Club
- AMORC International Club
- Trillers All Fours Club
- Santa Rosa Heights Community Council

References References are available on request.