

CHANTEL D. GRANT

#72 UPPER LEOTAUD GARDENS, LAVENTILLE

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PERSONAL

Date of Birth: September 30, 1992

CAREER OBJECTIVE: To gain hands on experience and knowledge, thus increasing my abilities and enhancing my skills in various professions while executing my functions in a way that will help towards the growth and development of the firm.

PROFESSIONAL EXPERIENCE

Judicature of Trinidad and Tobago

6/11/2013 – Present

Clerical assistant/Data Entry Clerk

(The Office of the Administrative Secretary to the Chief Justice)

- Issue electronic mail as directed by the Administrative Secretary to the Chief Justice
- Draft simple correspondence for signature
- Maintain office records/files
- Receive incoming correspondence
- Maintain incoming correspondence database
- Dispatch correspondence
- Maintain outgoing correspondence database
- Maintain office stock and supplies
- Make copies of documents
- Answer telephone and take messages
- Liaise with internal stakeholders as directed by the Administrative Secretary to the Chief Justice
- Perform such other clerical duties as requested by Supervisor

ON-The-Job- Training Programme

14/11/2011 – 5/11/2013

***Clerical assistant/Data Entry Clerk-Judicature of T & T
[The Office of the Administrative Secretary to the Chief Justice]
& [Court Library Services Unit]***

- Receiving of incoming memorandums, etc
- Data Entry
- Answering the telephone
- Typing up memorandums, letters, forwarding forms, etc
- Faxing
- Recording incoming mail
- Sending out mail
- Recording Information (materials received, distributed, invoices)
- Organization of the Judgment Room
- Scanning material
- Writing up folio sheets
- Special Projects
- Mounting legal articles

HILO- SUPERMARKETS (ST AUGUSTINE)

10/2010 – 12/2010

Cashier

- Cashing
- Formulating balance sheets
- Wrapping
- Helping in other area within HILO (bakery, and where the frozen goods were separated)

EDUCATION

09/2009 – Present

**COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED
ARTS OF TRINIDAD AND TOBAGO (COSTAATT)**

- BBA in Entrepreneurship

09/2007 – 06/2009

ST AUGUSTINE SECONDARY SCHOOL

- CXC / CSEC / GCE 'O' Levels
 - Mathematics G3
 - English Language G2
 - Social Studies G2
 - Principles of Business G3
 - Principles of Accounts G3
 - English Literature G3

09/2004 – 06/2007

BELMONT JUNIOR SECONDARY SCHOOL

- NSEC

09/1997 – 06/2004

HOKETT BAPTIST PRIMARY SCHOOL

- SEA

SKILLS

- Hands on experience using Microsoft word, Microsoft PowerPoint, Microsoft Publisher.

ACCOMPLISHMENTS

- Class Act certificate for taking initiative at the Court Library Services(Judiciary of Trinidad and Tobago)
- Award for most improved student in mathematics at St Augustine Secondary School
- Certificate for playing the percussion instruments in Belmont Junior Secondary's ensemble
- Certificate of 10th place on the Honor Roll at Belmont Junior Secondary School
- Certificate for getting the highest in Mathematics in form 1 at Belmont Junior Secondary

REFERENCES

<i>Name:</i> Ms. Heather Dawn Charles <i>Position :</i> Head of the Management and Entrepreneurship Department and Senior Lecturer <i>Company Name:</i> COSTAATT <i>Company Address:</i> 9-11 Melville Lane, P.O.S. Trinidad <i>Phone Number:</i> 788-4843 <i>Fax Number:</i> 624-3911 <i>Email Address:</i> HCharles@costaatt.edu.tt	<i>Name:</i> Ms. Leah Bally <i>Position:</i> Clerk/ Typist I <i>Company Name:</i> Court Library Services Unit <i>Mobile Phone:</i> 364-6403 <i>Email Address:</i> LBally@ttlawcourts.org
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