

OBJECTIVE

To work for an organization that promotes the upward mobility of its employees thus facilitating the achievement of my full potential.

EDUCATION

1980-1987 Diego Martin Girls R.C. School— Common Entrance Exams
1987-1990 Diego Martin Junior Secondary School— 14 plus Exams
1990 – 1993 Carapichaima Senior Comprehensive School—CxC Exams
2011– Ministry of Science Technology and Tertiary Education– Television and Video Production. (Full CVQ Awarded).
2012– Ministry of Science Technology and Tertiary Education– Advance Camera Operations and Editing (Full CVQ).

AWARDS/ CERTIFICATES

1987 School Leaving Certificate—Diego Martin Junior Secondary
1992 Certificate of Achievement Carapichaima Senior Comprehensive
1993 CXC Certificate General Proficiency– Agri– Science (double Award Subject) 2, English A 2, Biology 3, Geography 3, Mathematics 4.
November 2011 Technical Assistance in TV and Video Production Level 1
September 2012 Audio and Visual Editing Operations Level 2
September 2012 Camera Operations Level 2

WORK EXPERIENCE

May 1995– August 1998 Assistant Manager/ CSR -Zoltan Limited Grand Bazaar/ Pelican Inn. Duties included Cashing, Stock Taking and Inventory, Product displays Customer Service and overall Sales.

April 1999– June 2000– Trainer and activity co-coordinator– Mannequins Image Management.

April 2000–June 2000– Telemarketing Sales Representative– Direct One

September 2003– June 2008- Special Reserve Woman Officer– Ministry National Security Duties included: Data entry, Locating files in Vault and Cataloging files movement, opening new Criminal record files, dealing with Cadaver files, report taking and writing, accident reports, Clerical duties which included cash book balancing and updating of various registers and other Administrative duties.

July 2008– March 2009—Clerk Registry Department Attorney Generals Office (OJT) Duties included: Sending and Receiving correspondences, file management, updating and maintaining files.

June 2011– December 2013- Administrative Assistant
Captain Mikes Marina

Duties included Administrative and Receptionist duties, managing clients records and payments, filing, dispatching correspondences, stock keeping and replenishing, ensuring the timely opening and closing of the business, security management.

HOBBIES

Designing clothing, interacting with people, listening to music, reading and photography.

COMPUTER SKILLS

Delta soft Computer Training Services– Introduction to Business Software
January 21 1999– May 1999 - Grade 75%

Microsoft Word for Windows

Microsoft Excel for Windows

Microsoft Access

Microsoft PowerPoint

Using Windows '95

Word Perfect for Windows

Using the Internet/DOS/ Theory/Sending and Receiving of E-Mail/Faxes

REFERENCES

Quality References available upon request.

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Sherrie Ann Delpish