

OBJECTIVE

Apply myself to a position which proportionate my aptitude and skills. Emphasize on developing a greater aspect of responsibility and to build personal growth. Applying myself efficiently and effectively completing any given task.

EDUCATION/ TRAINING

Holy Name Convent, Point Fortin 2007-2012 Caribbean Secondary Education Certificate (CSEC)

- Information Technology, Grade 3
- English Language, Grade 3
- Social Studies, Grade 3
- Integrated Science, Grade 2
- Principles of Business, Grade 3
- Physical Education, Grade 1
- Mathematics, Grade 3

- **Techsafe Training & Consulting Limited(1st November, 2017- 1st November,2017)**
 - Confined Space Entry
 - Fire Watch

- **The Energy Chamber of Trinidad and Tobago**
 - Plea Passport 2016(ID#6882)

WORK EXPERIENCE

- **Handyman at Theo Richards General Contractor Limited; 25th October, 2017- 27th October, 2017**

Responsibilities

- Ensuring all coolers are well sanitize
- Making sure the area is clean at all times
- Ensuring all water sent on site on time
- Distributing water where needed

Clerical Assistant at the Point Fortin Licensing Office(OJT); 2015-2017

Responsibilities

- Assisting the senior clerk or other support staff in the administrative functions
- Photocopying, faxing, scanning and filling necessary documents efficiently
- Compiling office records and updating the files regularly
- Attending to the inquires and providing the necessary information to the customers

• **Cash Book Clerk; January – April 2016**

Responsibilities

- Maintain and reconciling of Cash Book
- Standard Monthly Balances
- Filing
- Update daily Balances

• **Typist; May – September 2016**

Responsibilities

- Produce and edit various documents
- Type quickly and accurately using various data processing tools
- Receive and gather data to create documents
- Print, Copy, Fax

• **Customer Service Representative(CSR) at Courts Point Fortin; 2013-2014**

Responsibilities

- Consistently provided genuine, friendly and professional service
- Handle multiple responsibilities and balance customer's priorities
- Review or make changes to customer account
- Handle returns or complaints

• **Lane Attendant at Persad's the Food King; 2012-2013**

Responsibilities

- Rotating stock to ensure quality and fresh merchandise at all times

Arantxa Rodriguez
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- Labeling
- Ability to read and understand simple instructions, short communications and memos
- Maintain a clean and safe environment

AFFILIATIONS

- Holy Name Convent Netball Club
- Completed a course in Basic Computer Literacy National Gas of Trinidad and Tobago

REFERENCES

Raymond Derrell
Automotive Licensing Officer 1
Point Fortin Licensing Office
Tel#- 1-868-790-5873