

Rachelle .R. Agard

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(868) 664-1741/726-9775

Personal Information

Date of Birth: 20th July, 1985

Marital Status: Married

Nationality: Trinidadian

Professional Experience

Section Eight

Feb 2014

Office Administrator

Responsibilities:

- Ensuring customers' information was entered correctly on the system
- Ensuring monies were recorded and books balanced at the end of each day
- Advising and answering all customer queries

Ministry of Social Development and the People (Trinidad)

May-July 2010

Data Entry Supervisor

Responsibilities:

- Ensuring staff was issued with data files for the day
- Ensuring data was entered correctly
- Ensure files were returned to vault at the end of each day

West Shore Medical, Cocorite (Trinidad)

January 2009-April 2010

Patient Care Coordinator/Floor Administrative Officer

Achievements:

- Senior Patient Care Coordinator

Responsibilities:

- Coordinating Patients' care with relevant departments & ensuring their comfort at all times
- Updating Treatment books
- Completing Managers daily admin
- Ordering of stock

Caribbean ARI Inc.
Grantley Adams International Airport
March-August 2007
Customer Service Representative

Responsibilities:

- Opening & closing store on a daily basis
- Cash control
- Ordering and inventory of merchandise for store
- Assisting customers

LIME Ltd. (formerly Cable & Wireless Barbados Ltd)
February 2004-August 2006
Customer Service Clerk (Broadband/Mobile)

Achievements:

- Supervisor of team of 26 Agents

Responsibilities:

- Liaising with Project Development & the Exchange to ensure customers had adequate line feed to facilitate the service
- Answer & resolve all queries
- Raise orders on system
- Ensure all Road Shows & Promotions were executed

Education

Ken Gordon School of Journalism/ College of Science Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

2013 -Bachelor of Arts- Mass Communications

2012 -Associate Degree-Journalism/Public Relations (transferred)

Barbados Community College

2006-2007 -Computer Studies

National Disabilities Unit (Barbados)

2005 -Certificate in Sign Language Basic 1

2006 -Certificate in Sign Language Basic 2

2007 -Certificate in Sign Language Intermediate

Buddy Boy Productions (Barbados)

2005 -Certificate in Broadcasting & Public Speaking

Barbados Institute of Management & Productivity

2003 -Certificate in Computer Applications for Small Business

Garrison Secondary School-CXC (Barbados)

Oct 1996-Jan 2004

- English Language- General (1)
- Principles of Business-General (3)
- Office Procedures-General (2)
- Social Studies-General (3)
- Principles of Accounts (3)
- Mathematics (3)
- Geography-Basic (3)

Achievements

CHOGM

Logistical & Service Support (National Secretariat)- November 2009

Trinidad & Tobago Cadet Force

Warrant Officer Class 2 - May 2009-September 2011

V-SOA

Logistical Support (National Secretariat)- April 2009

Barbados Cadet Corps

Acting Sergeant- September 2001- July 2002

Garrison Secondary School

Deputy Head Girl- September 2001- July 2002

Garrison Secondary School

Senior Prefect- September 2000-July 2001

References**Major Lawrence Wilson**

Assistant Governor

POS Rotary Club

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Mrs. Sophia Edwards-Knox

Chair Communication Studies

Ken Gordon School of Journalism & Communication Studies

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