

# ALEAH CAMILLE CHARLES

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Sangre Chiquito ,Sangre Grande

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## PERSONAL SUMMARY

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I am a self-motivated person that has great respect for authority. I am very hardworking, honest, a fast learner who also believes in team playing. I am always desirous of learning new skills that will empower me as an individual and as such enable me to effectively and efficiently respond to the job market.

## EMPLOYMENT DETAILS

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Sangre Grande Regional Magistrate Court (OJT)

28<sup>th</sup> Sept, 2015 to 10<sup>th</sup> Feb, 2017

**Job Title:** Clerk 1 (Counter Clerk)

- Data Entry/ Filing.
- Clerical Duties.
- Responsible for the motivation and development of 3 members of staff.
- Cash Book.
- Provide information for customers who have problems or questions.

Ministry of Finance Valuation Division (OJT)

13<sup>th</sup> March, 2017 to 11<sup>th</sup> Oct,2017

**Job Title:** Clerical Assistant

- Data Entry/ Filing.
- Clerical Duties.
- Typing letters.
- Preparing packages for delivery.

## ACADEMIC BACKGROUND

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**Certificate in Events Management(B+)**

The University of the West Indies  
Open Campus.

03<sup>rd</sup> Oct 2016 to 12<sup>th</sup> Jan 2017

**CSEC O'Levels (CXC)**

- English A I

Sangre Grande Secondary School.

Sep 2010 to July 2015

- Integrated Science I
- Social Studies I
- Principles of Business I
- Economics II
- Mathematics II
- Principles of Accounts III

**Secondary Entrance Assessment**

Sangre Grande Hindu Primary  
School

Sep 2003 to July 2010

## INTEREST/SKILLS

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- Drawing/ Graphic Art.
- Dancing.
- Planning.

## VOLUNTEER ACTIVITY

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- Open the Eyes of my Heart Charity.
- I am a Friend of God Children's Camp.
- Heroes for Jesus Children's Camp.
- Camp Glorious (Vacation Bible School).

## REFERENCES

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### Deon Daly

Valuer

Ministry of Finance- Valuation Division

Brierley and Henderson Streets, Sangre

Grande

+1 868-731-4168

### Hayden Dillon

Assistant Clerk of the Peace

Family Court of Trinidad & Tobago

Cipriani Place, 4 Cipriani Boulevard,

Port of Spain

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