

Anton Licorish

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Professional: Quality-focused worker committed to approaching administrative tasks with tenacity and
Summary attention to detail, while striving for excellence and maintaining humility

Education :

COSTAATT - Associate Degree in Performing Arts: Music

- Completed one year in Performing Arts music at COSTAATT Bishop Anstley High School Trincity campus

Institute of Broadcasting Careers - Certificate

Jun '10

- Radio and Audio Production

Studio Express Workshop series - Certificate of Completion

- Sound Engineering and Studio Acoustics

The Associated Board of the Royal Schools of Music - Theory of Music

Jan '10 - Jul '11

- Grade 1 Theory of Music passed with distinction
- Grade 2 Theory of Music passed with distinction
- Grade 3 Theory of Music passed with merit

Petrotrin - Fire Technician Induction

Jul '06 - Aug '06

- Certificate of Achievement in Fire Inductee Training Program
- Certificate of Completion in Hazardous Materials Technician Training

Carisafe Medical Services Ltd. - Certificate of Completion

Aug '08 - Aug '08

- Standard First Aid/ Cpr
- First Responder

Small Business Development Company Ltd. - Certificate of Participation

Jan '00 - Feb '00

- Starting and Managing a Small Business

American Computers and Electronics Ltd. - Diploma

Nov '00 - Feb '01

- Computer Repairs and Maintenance

St. Benedict's College - CXC

Sep '94 - Jul '99

- 8 CXC O' Level Passes inclusive of Math and English

Experience :

Petrotrin Trinmar SBU - Health, Safety and Environment Technician

Dec '06 - Oct '17

- Worked directly with employees and contractors to achieve safe work objectives while adhering to the company's policies and procedures
- Evaluated and performed risk assessment and mitigation on planned jobs as well as conducted safety meetings in said processes
- Responsible for first responder duties inclusive of first aid, CPR and fire response
- Responsible for hazardous materials containment and removal

- Performed fire and safety equipment service and repair

AMCOWELD - Welder Helper

Jun '05 - Oct '05

- Prepared and cleaned construction sites by removing debris
- Loaded and unloaded building materials used for construction
- Set ladders, scaffolds and hoists in place for taking supplies to roofs
- Aided crews in joining, wrapping and sealing sections of pipe
- Safely operated welding banks and various electrical power tools inclusive of grinders and buffers

PowerGen - Inventory Clerk

Apr '04 - Jun '04

- Moved stock and other materials to and from storage and production areas
- Verified computations against physical count of stock
- Used item numbers to properly stock warehouse
- Recorded numbers of units handled and moved using daily production sheets
- Attached identifying tags to containers

Republic Bank Ltd - Clerical Assistant

Oct '99 - Jul '03

- Coordinated both phone and in-person interviews for product sales, attending to customer queries as well as general customer service
- Completed data entry, back office support and maintained the applicant filing system
- Managed office supplies, organisation and upkeep
- Assisted senior sales officers with processing, marketing and sales of loans and salaries
- Worked as a front-end cashier and greeted numerous visitors, including VIPs, vendors and interviewed candidates whilst cross-selling and marketing the company's various products and services

Skills :

Professional phone etiquette

Database management

Accurate and detailed

Flexible

Computer Office Assistant

Works well under pressure

Social media knowledge

Filing and data archiving

Payroll

advanced clerical knowledge

Critical thinker

Spreadsheet management

Use of Windows and Macintosh computers

Computer repairs

Studio mixing and audio engineering