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Chantal Henry

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Personal Profile

- Articulate and professional.
- A critical thinker.
- Very good verbal and written skills.
- Proven ability to initiate and execute useful projects.
- Goal-oriented individual.
- Organized, highly motivated, and detail-directed problem solver.
- Very good at multitasking.
- Team player

Objectives

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Experience

Private Food Outlet - Sales Assistant/ Cashier

2012 - PRESENT

- Assistant at a food business where I am in contact with customers, who place orders and pick up deliveries.
- Cashing

Ministry of Communications- Clerical Assistant/ Receptionist

March 2015 - March 2016

- Clerical Assistant at the Human Resource Management Unit.
- Registry procedures at the Registry department.
- Part-time receptionist.
- Assisted the Director of Human Resource Services for a period of time .

Ministry of Tertiary Education and Skills Training (MTEST)- G.A.T.E Registration and Verification Officer

January 2014 - December 2014

- Government Assistance for Tuition Expenses (G.A.T.E) representative at COSTAATT where I registered students on the new electronic G.A.T.E form.
- Worked at MTEST funding and grants unit to ensure that all data entered by students online was precise for approval of funds.

Education

College of Science Technology and Applied Arts Trinidad & Tobago

January 2014 - Present

Associates Degree in Social Work

South East Port of Spain Continuation Classes

September 2012 - June 2013,

Mathematics III

English A III

Diego Martin North Secondary School

September 2007- June 2012

Food and Nutrition I

Human and Social Biology II

Spanish II

Principles Of Accounts III

Certificates

- Secretariat for the Implementation of Spanish (SIS) - **Basic Spanish Language Pilot Programme**
- Ministry of Trade Industry, Investment and Communications (MTIIC)-
Customer Service

References

Ms Catherine Hogan

Human Resource Office II (Ag)

Ministry of Communications

623-4541 ext. 5508

Ms Naomi Edwards

Teacher III

Diego Martin North Secondary School

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