

Patrice Cedeno

223 Triton Ave.
Bon Air West,
AROUCA
291-4314

To Whom It May Concern:

Good Morning,

I wish to express my interest in securing employment with your institution in the position that is readily available and for which I am qualified.

My enthusiasm, unparalleled passion, commitment and drive for excellence are the qualities that I believe are relevant in achieving optimal customer satisfaction. I guarantee that these qualities would be an asset to your organization and would contribute to its growing success. These qualities are evidenced by my experience as an Administrative Assistant and as a Clerical Assistant as evident in my resume.

My Curriculum Vitae is attached for your perusal.

Thank you in advance for the consideration.

Yours Sincerely,

Patrice Cedeno.
Tel. 291-4314

Patrice Cedeno

Personal Information:

Date of Birth: 1st October, 1985.

Address: 223 Triton Ave
Bon Air West,
Arouca.

Contact: 291-4314 (c)

E mail: patricecedeno@gmail.com

Academic Qualifications:

Tertiary - University of the West Indies – St Augustine (2013 –present)
Currently pursuing Bachelors of Education in Early Childhood Education

Certificate in Early Childhood Care and Education. (2014)

A level - Arima Senior Comprehensive (2003-2005)
Business Studies 'C' (Accounting)
General Paper 'B'
Spanish 'E' (Distinction in Speaking)

O level - Malick Secondary Comprehensive (2002-2003)
French 'II'
Mathematics 'II'
Principles of Accounts ... 'II'
Principles of Business 'II'

Tunapuna Government Secondary (1997-2002)
English 'II'
Spanish 'II'
Typewriting 'II' (35 wpm)

Computer - Microsoft Office Applications.
(Access, Excel, PowerPoint & Word)

Employment:

The North Central Regional Health Authority (EWMSC) – June 2009 to December 2012

CSR/Clerical Assistant – Responsible for the documenting, updating, maintaining and filing of patients' medical history into their files, booking of appointments for clinical visits and providing assistance to Doctors on locating patients' past medical history. As well as the documenting of Admissions and Discharges within the wards.

Bishop's Anstey High School East and Trinity College East – July 2008 – December 2008

Clerical Assistant – Responsible for all correspondence within the school and the registration of students for CXC Examinations, new entrants of the SEA and transfer students. As well as, compiling a database of all the students enrolled at the institution

Mair and Company – Clerical Assistant - March – June 2008

Assisting the Attorneys with all documentation (court notes, contracts, letters, etc.), liaising with clients and ensuring that filing deadlines are met.

Ministry of Health – Insect Vector Control (OJT) September 2007 to March 2008

Clerical Assistant – collecting, collating and analyzing data from the past 63 years with respect to the number of malaria infections within the country, using spreadsheets (Excel) and graphs (Excel, Word and PowerPoint) to reflect the statistics.

UWI School of Continuing Studies (OJT) December 2006 – May 2007.

Clerical Assistant/Data Entry Clerk/Operator– Responsible for the entry of receipts into the Peachtree program, Registering students & Answering calls.

References:

Ayanna Lewis

Temporary Prison Officer 1.
Arima Old Road,
ARIMA
796 1657 (cell)

Darryl Manzano

Asst. Eng/Tech. Administrator.
Cable News Channel 3 (CNC3)
362 Murex Street,
AROUCA.
787 3345 (cell)