

Kirby Armstrong

79 Guanapo Street,

ARIMA

Email:-kirbykiara@yahoo.com

Telephone: - (868) 377-5855

Dear Sir/Madam,

Re: Career Opportunity:

The accompanying resume is presented for your review and consideration for the position of **General Services**.

My ability to learn quickly, easily grasp complex concepts, and assume increased levels of responsibility, and complete assignments independently or as part of a team with a high level of performance. In addition, I am a diplomatic, eager and experienced professional, and have held positions of leadership and responsibility centered on, overseeing day-to-day operations in areas of human resource functions, generating and retaining new business , sales, customer service, policy changes and staff supervision.

With the firm emphasis I place on accountability and hard work, I feel I can be a strong asset to your organization. I welcome the opportunity to further discuss my candidacy and would love the opportunity to interview and learn more about your organization. Thank you for your time and consideration.

Yours Truly,

KIRBY ARMSTRONG (MS.)

Kirby Christiana Armstrong

79 Guanapo Street, Arima

Email:-kirbykiara@yahoo.com

Telephone: - (868) 377-5855

CAREER OBJECTIVES

To continue to develop into a unique individual ;to work within a dynamic challenging organization; whereby my acquired skills can be effectively utilized in order to ensure the successful realization of the company's goal.

EDUCATION

St. Augustine Senior Comprehensive School

Cor.Warren and Gordon Streets

ST.AUGUSTINE (2001-2003)

Five Rivers Junior Secondary

Five Rivers

AROUCA (1999-2001)

Arima Girls Roman Catholic School

ARIMA (1993-1999)

PERSONAL INFORMATION

Date of Birth: - 06th December, 1985

Nationality: - Trinidadian

Marital Status: - Single

ACADEMIC QUALIFICATIONS CARIBBEAN EXAMINATION COUNCIL-CXC

English A-	II
Office Administration-	II
Integrated Science	III
Social Studies	III
Mathematics	Awaiting Certificate

OTHER QUALIFICATIONS

2014	<u>BACHELORS OF ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT</u> U.S.C. University of the Southern Caribbean Maracas St. Joseph September-Present
2013	<u>CERTIFICATE IN HUMAN RESOURCE MANAGEMENT</u> SBSC School of Business & Computer Sciences Ltd. Champs Fleurs September-November
2013	<u>CERTIFICATE OF PARTICIPATION PATIENT CARE ASSISTANT</u> YTEPP Youth Training Employment Partnership Programme Arima February – August

2012	CERTIFICATE IN CHILD CARE ATTENDANT YTEPP Youth Training Employment Partnership Programme Arima July – December
2012	CERTIFICATE OF ACHEIVEMENT MICROENTREPREURSHIP COURSE YTEPP Youth Training Employment Partnership Programme Arima December – May
2010	CERTIFICATE OF EXCELLENCE MICROSOFT CERTIFIED APPLICATION SPECIALIST BORDERCOM Bordercom International Business & Technology Learning Center
2009	CERTIFICATE IN SECRETARIAL & ADMINISTRATIVE PROCEDURES TVC Trinizuela Technical & Vocational College CERTIFIACTE IN TYPEWRITING -First Class Pass CERTIFICATE IN OFFICE PROCEDURES -First Class Pass CERTIFICATE IN ENGLISH FOR BUSINESS COMMUNICATION -First Class Pass July – September
2009	CIVILIAN CONSERVATION CORPS Successfully Completed Cycle 0902 April – September
2008	COMPLETION OF MICRSOFT WINDOWS-INTERMEDIATE LEVEL SBCS School of Business &Computer Sciences April - May

WORK EXPERIENCE

2009-2012	<u>HUMAN RESOURCE DEPARTMENT-MILAT/MYPART MILITARY ACADEMY</u> Administrative Assistant:- <ul style="list-style-type: none"> ➤ Assistant to Human Resource Manager ➤ Prepare Timesheets: assists in recruitment and selection process ➤ Prepare reports: assist in maintenance of programme budgets ➤ Faxing /Scanning and sending documents ➤ Effective management of staff records
2012-Present	<u>HUMAN RESOURCE DEPARTMENT –MiLAT MILITARY ACADEMY</u> Administrative Assistant/Supervisor <ul style="list-style-type: none"> ➤ Assistant to Human Resource Manager ➤ Typing Memoranda's, Reports ➤ Flagging Documents ➤ Office Etiquette ➤ Telephone Duties ➤ Duplicating Documents

2006-2008

GREEN STREET SPORTS BAR AND GRILL

Manager/Bartender

- Oversaw stock taking process to ensure operational efficiency
- Maintained high level of customer service
- Updated and balanced accounts on a daily basis
- Ensured compliance with health and safety regulation

2006-2007

JUMBO FOODS SUPERMARKET

Cashier

- Implemented a high level of customer service to both internal and external customers
- Cashing of Goods
- Training to new cashiers

2005-2006

EASTERN AUCTION MART

Office Assistant

- Prepared letters, memo's
- Billing
- Customer Service Representative

REFERENCES

Mr. Stephen Hodge

Human Resource Manager
MiLAT Military Academy
642-2924/740-5725

Mr. Kenwrick Elie

Warrant Officer Class 1

Trinidad and Tobago Defence Force Reserves
740-0612