

# TERRI ROXBOROUGH

Lp.# 50 Unity Lane,  
Bagatelle Road,  
Diego Martin

295-1042/293-3410

**Date of Birth:**

- January 25, 1985

**Summary of Attributes:**

- Work well with and contribute within a team
- Honest and reliable nature
- Respectful to authority
- Excellent communication skills
- Ability to deliver under pressure and strict deadline
- Willing to go beyond the call of duty when necessary
- Positive approach to work

**Professional Experience:**

- **Four Roses Restaurant and Bar**  
Paysheet/Stock Clerk  
September 2011 - Present
- **Ministry of Education**  
Fire Service Exam Invigilator  
April 2012
- **Ministry of Education**  
C.X.C. Exam Invigilator  
May June 2009/2010/2011
- **Ministry of Legal Affairs**  
2008  
Verifier/ Printing Room Assistant  
Three months contract
- **Ministry of Legal Affairs - 2008**  
Verifier/ Printing Room Assistant  
Three months contract with Ministry of Labour
- **Civilian Conservation Corps/Defence Force Headquarters - 2005-2008**  
Assistant Team Commander  
Secretary to the Programme Co-ordinator - Captain Ashook Singh

**Duties:** Assisting Personnel within C.C.C/Defence Force Headquarters Filing  
Typing Correspondences to various sections of C.C.C/Defence Force Headquarters  
Receiving and Returning Telephone calls.

**Qualifications:**

- Office Administration – I
- English - II
- Home Management - II
- Office Procedures - III
- Social Studies - III

**Accomplishments:**

- Participation in Civilian Conservation Corps - Computer Literacy (Basic)
- Compata A+ - Netx Networking Solutions
- Balloon Craft - Ministry Community Development
- Certificate in Office Administration - School of Business and Computer Science
- Certificate of Participation in Computer Literacy – YTEPP
- Certificate of Participation in Patient Care - YTEPP

\*Currently pursuing an Associate Degree in Business Management at COSTAATT

**Personal Interests**

- Reading romance novels
- Meeting positive thinking and ambitious person
- Listening to relaxing music

**References:**

- **Tineisha Crowe**  
**Clerk II (Ag.) – Service Commissions Department**  
633-7940
- **Camille Browne**  
352-7255/624-8677