### ADANNA PHILLIP

Address: Emon Lane, Valencia, Trinidad

Contact info: 313-1915/294-1756 and email: adannaphillip@gmail.com

**OBJECTIVE:** 

Diligent worker applying for a part-time, evening cashing position within your organisation.

#### **WORK EXPERIENCE:**

**Alextronics Services, Arima** 

Sales Clerk

Receptionist

**November 2017- Present** 

• Assist customers

• Complete Job Requisition forms

## The Arima Diagnostic Clinic

 Registered and billed patients using File Maker Pro and Odoo

- Photocopied and scanned documents
- Prepared Insurance claim forms

**August 2016 – Feb 2017** 

- Scheduled appointments, answered and made phone calls
- Corresponded with doctors, nurses and patients

## **University of West Indies**

Career Facilitator/Student Assistant

**Sept 2014-May 2016** 

- Filed, photocopied and shredded documents
- Entered data
- Made calls and scheduled appointments

- Critiqued resumes and carried out SIGI<sup>3</sup> Session
- Assisted in World of Work program and other events

# **Bargain Store, Sangre Grande**

• Assisted customers

Sales ClerkOrganised my

designated section

July-August, 2013Supervised a

• Supervised a branch of the store

St. Luke Pharmacy, Valencia

Sales Clerk

July- August, 2012

**Francis Fashion Shoe Locker** 

Sales Clerk

July-Aug, Dec 2011

#### **EDUCATION:**

Northeastern College, Sangre Grande

**September 2005 – June 2012** 

CAPE - 5 subjects

CSEC - 7 subjects

#### **QUALIFICATIONS AND SKILLS:**

- Microsoft Office Specialist Excel 2013 Certified
- Microsoft Office Specialist Word 2013 Certified