

**NICOLETTE D MEDFORD**

12 Carib Avenue, Lawrence Park, Arima, Trinidad, West Indies ♦  
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**PROFESSIONAL EXPERIENCE**

**CARIBBEAN AIRLINES LIMITED**

**Library Assistant (Permanent Contract) - August 2011 to Present**

**Clerical/Library Assistant (Temporary Contract) - September 2010 to July 2011**

**Duties and responsibilities**

- Organize, amend and maintain regularly the Airworthiness, Technical and Operations Data in a current status in the Technical Library, the aircraft Flight Library and various sub-libraries;
- Prepare up-to-date reports and dispatch sub-library audits and requests for the various departmental libraries and out stations ensuring all manuals are current;
- Sort and record all incoming technical data/mail and prepare and distribute technical data system wide by e-mail or memo; manage data including cataloguing, filing and storage of electronic files;
- Provide external and internal customers with information relevant to their respective jobs and perform other administrative duties as necessary;
- Assist in maintaining and managing workflows with follow up;
- Administratively assist and provide support to departments throughout the organization.

**ARCHDIOCESE OF PORT-OF-SPAIN - SANTA ROSA R.C. CHURCH**

**Office Assistant - July 2008 to August 2010**

**Duties and responsibilities**

- Directly assisted the Office Administrator and the Parish Priests in the their duties including scheduling their rosters;
- Provided Customer Service to members of the public;
- Updated and maintained the Parish records;
- Assisted in Event Planning including but not limited to drafting of memos and e-mails to corporate and internal parties about upcoming events and general administrative assistance in the Parish office.

## **UNILEVER BROTHERS WEST INDIES CREDIT UNION**

### **Filing Clerk - December 2007 to May 2008**

#### **Duties and responsibilities**

- Filing of all the Credit Union documents;
- Assisted the General and Operations Managers.

## **EDUCATION**

2016-Present	College of Science, Technology and Applied Arts of Trinidad and Tobago Currently pursuing Associate in Applied Science in Office Administration
2013-2014	Cipriani College of Labour and Co-operative Studies Certificate in Human Resource Management (Graduating Dec. 2016)
2002-2007	Valencia Government High School Five (5) CXC O' Levels
1995-2002	Arima New Government School
1993-1995	Sacred Heart Montessori School

## **CERTIFICATES**

15th September 2016	International Air Transport Association Document Control Systems Course
01 <sup>st</sup> May 2014	Airports Authority of Trinidad and Tobago Security Awareness Programme
13 <sup>th</sup> April 2013	Cipriani College of Labour and Co-operative Studies Introduction to Human Resource Management
05 <sup>th</sup> June 2012	Caribbean Airlines Limited Human Factors Training
20 <sup>th</sup> August 2003	Micro Corporate Training Microsoft Office and Computer Literacy Skills

## **INTERESTS**

Member of the Altar Servers Ministry at Santa Rosa R.C. Church, Arima.

Member of the Melodians Steel Orchestra, Arima.

## **REFERENCES**

Mr. Joseph Bertrand

National Trust of Trinidad and Tobago

1(868)354-4419

Mr. Wesley Kanhai

Designer/Artist

1(868)491-1902