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| Golda Spencer | | |
| St François Valley Road Belmont • 868.355.2659 • goldaspencer@yahoo.com | | |
| Experience | **Education Revision Institute Cashier/Assistant Supervisor**  Handling all cash and credit card transactions in the school   * Balance cash draw at the end of each school day * Frequently closed school and secured building   **Data Surveillance Clerk- Pizza Boy Group of Companies**   * Monitor all activity going in and around the store compound * Report employee conduct in store during working hours * Report and misconduct in and around the stores by customers and employees * Do up end of day report and give ideas on stores improvement to CEO   **OJT Ministry of Public Administration**   * Using and Operating Switchboard system as an operator * Doing Microsoft excel work sheet for Clerk II * Filing away document in numerical and alphabetical order.   **Ministry of Food Production- Relief Worker(Checker)**   * Schedule pay sheets and invoices * Made sure all document are correctly made up and filed properly * Sending out ministry correspondents to different departments * Answering employees complaints and question * Answering phones in the accounts department * Typing and filing documents in the human resources department | 2001-2003  2004-2006  2008-2010  2012-2014 |
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| Education **Skills** | **South East Port of Spain**  **CXC O’ Level :Mathematics, English, , POA, Office Procedures, Social Studies**   * Very accurate and rapid keyboarder * Work with technical vocabularies from a variety of field * Experience in editing and proofreading documents * A patient listener who fully focuses on speakers and understands a variety of accents * Cooperatively work with others to produce and deliver required work |  |