

Tiffany Francis

#70 6th Drive Champ Fleurs

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**Personal Data**

Date of Birth: August 5th, 1990

Nationality: Trinidad and Tobago

**Education**

***School Address Year***

* Mt. Lambert R.C. School Saint George 1997-2001
* Curepe Junior Secondary School Government Farm Road 2002-2004
* St. Joseph’s College 1, Richmond Street, St. Joseph 2005-2007
* School of Business and Computer Science 53-54 Sagan Drive, Champ Fleur 2008
* College of Science, Technology and Applied 9-11 Melville Lane POS 2009-2011

Arts of Trinidad and Tobago

* School of Business and Computer Science 53-54 Sagan Drive, Champ Fleurs 2012
* Pixels Art and Design Institute 71 Eastern Main Road St. Augustine 2012-2014

**Caribbean Examination Council- General**

***Subjects Grade Year***

Principles of Accounts 3 2007

Social Studies 3 2007

**Certificates Obtained School Year**

Certificate of Secondary Education St. Joseph’s College 2007

M.O.S Training in Word 2003 (SBCS) 2008

M.O.S Training in Excel 2003 (SBCS) 2008

M.O.S Training in Power Point 2003 (SBCS) 2008

M.O.S Training in Access 2003 (SBCS) 2008

Computer Literacy (SBCS) 2012

Printing and Graphic Arts - Computer

Graphic Arts Level 1 National Training Agency 2014

**Work Experience**

* **March 10th 2008 – June 30th 2008 (Four Months)Clerical Assistant**

OJT-Ministry of Planning, Housing and Environment(Vision 2020)

Work consisted of:

-Filing work

-Answering the phone

-Making phone calls

-Sending Memos through e-mails and fax

-Inventory

* **November 2nd 2008 – April 19th 2009 (Five Months) Clerical Assistant**

OJT-Elections and Boundaries Commission(Registry)

Work consisted of:

-Searching For Files

-Filing

-Updating Original Identification Cards

* **September 12th 2011 – June 16th 2012 (Nine Months) Customer Service Representative**

Ate Logo – Grand Bazaar (Shoe Store) **October 2nd 2012 – February 28th 2013 (Four Months) Customer Service Representative (Part Time)** Ate Logo – Trincity Mall (Shoe Store)

Work consisted of:

-Attending to customers

-Ordering shoes from other branches

-Cashing

-Inventory

-Answering phone calls

* **April 2012 – Present (2 years) Freelance Graphic Designer (Part Time)**

TF Design Studio (Home Based) http://tfdesignstudio.wix.com/myportfolio

Work consisted of:

- Attending to customer orders

-Designing corporate identities and marketing identities such as business stationary, flyers, tickets, brochures menus and more.

-Design templates for an online graphic design marketplace.

**Referees:** Jason Moore Lecturer at School of Business and Computer Science

Cheryl Dunmore Supervisor at Ate Logo Grand Bazaar

Herman Brathwaite Lecturer at Pixels Art and Design Institute