**STACEY TONI LODGE**

Personal Information

Address: #96 Edinburgh Village, Chaguanas

Contact No.: (868) 292-5202 / 752-3947

Date of Birth: 2nd March, 1978

Email: staceylodge02@gmail.com

Career Objective

To obtain a position in a challenging environment where I can utilize my experience and ultimately prove myself to be part of a dynamic team working to achieve the goals of the organization.

Work Experience

Jan 2013- Present

Construtora OAS

**Golconda**

***Service Tracker***

* Recording and tracking daily use of equipment
* Receiving of materials to be used

May 2010 – December 2011

Digicel Head Office

Ansa Centre, Maraval Road

***Call Care Agent/Customer Service Representative***

* Providing Customer Services functions
* Resolving customer’s queries in an efficient manner

July 2009 – May 2010

Real Friends Pharmacy

Cocoyea Village, San Fernando

***Cashier/ Dispensing Clerk***

* Assisting in the dispensing of medication to customers

April 2008 – December 2008   
Servisair Limited   
Piarco  
***Cargo Agent / Customer Service Representative***

* Responsible for filing and processing all information related to import and export of cargo
* Providing customer service functions
* Notifications to customers of arrival of cargo

January 2007 – January 2008

San Fernando Magistrate’s Court

San Fernando   
***Clerk 1 (O. J. T.)***

* Filing and documenting of confidential court related matters

June 2002 – January 2007  
Select Air Limited   
Cipero Street, San Fernando.   
***Sales Clerk / Cashier***

* Sales of air conditioners and refrigerators

1997 – 2001:   
Masta’s Pharmacy   
New York   
***Cashier / Dispensing Clerk***

* Assisting in the dispensing of medications to customers

Education

September 2013 – Present  
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

**Associate Degree**

* Human Resource Management 1

1994– 1996  
Southern Academy of Seventh Day Adventist

**CX.C. 0’ Level General Proficiency**

* + English Language 1
  + Social Studies 1
  + English Literature 2
  + Integrated Science 2
  + History 3

Professional Competencies and Skills

* Computer Literate
* Computer Proficient in Microsoft Excel
* Public Speaking
* Excellent Team Spirit
* Interpersonal Skills
* Customer Service Training in house

Special Talents and Interests

* Travelling
* Dancing
* Reading
* Writing

References

Mr. Clifford Ramjit  
Principal 1   
Carapichaima Anglican School   
868-710-4390

Ms. Kimberly Raphael   
Customer Care Administrative Assistant   
Digicel Head Office   
868-390-1327

Mr. Ian Wyatt   
Police Constable   
Special Branch   
868-342-6274