**CARLA A. SUBERO**

**Apt.1 #3 Upper Huggins Street**

**Tacarigua**

**Phone#: 758-0341 / 336-9313 (C)**

**Work#: 640-4016**

**OBJECTIVE:**

To contribute my skills, ideas and experience to your institution as it applies, in making your workplace even more successful and productive. I intend to keep an open mind to learning anything new along that way so that I would be able to excel not only in the work place but on a whole.

**PERSONAL INFORMATION:**

* Name: Carla A. Subero
* Date of Birth: November 27th 1978
* Nationality: Trinidadian
* Marital Status: Single

**EDUCATION:**

* Tabaquite R.C. Primary School - 1984-1991
* Chaguanas Junior Secondary School - 1991-1994
* Tabaquite Composite Secondary School - 1994-1996

**QUALIFICATIONS**

* C.X.C O’ Levels: General Profiency

English ‘A’

Integrated Science

Mathematics

Principal of Accounts

Principal of Business

Social Studies

Spanish

* Computer Literate

**WORK EXPERIENCE:**

* TRIS Net Café and Copy Center 2007-Present
  + Operations Assistant
* El Dorado Cooperative Supermarket 2004-2005
  + Head Cashier/Customer Service Representative
* St. James Police Barracks (Training College) 2001-2004
  + Cashier/Front Attendant/Stock Taker
* Mucurapo Junior Secondary 1998
  + OJT Programme – Library Assistant

**OTHER QUALIFICATIONS:**

* My experience within different field of work has enabled me to gain a professional outlook within the working environment.
* I can create, establish and incorporate my experience to the efficiency of your business for a quick and smooth operation as I have been exposed to administrative experience.
* I am a customer-oriented person as I have dealt with both local and foreign persons as a Operation Assistant in my present job and past job titles as well and dealing with customer relations.

**VOLUNTEER WORK:**

* Visiting sick, elderly individuals with Church Group

**HOBBIES:**

* Reading, Outdoor Activities and Interacting with People, Surfing Net

**CURRENTLY PURSUING:**

* Office Administration – June 2014 CXC Exams
* Secretarial Course - SITAL

**REFERENCES:**

* Mr. Fitzroy Brown Ms. Donna Reid

Retired Water Work Superintendant Secretary

**Tel #: 773-2154** **/ 640-5164** **Tel #: 305-6219**

* Mrs. Angela Gellineau

Retired Private Teacher

**Tel #: 675-2672**

**TRIS NET CAFÉ AND COPY CENTER**

#18 Eastern Main Road, Tacarigua

Ph: (868) 640 - 4016

Fax (868) 640 - 4735

To Whom It May Concern:

This letter serves to inform that Miss Carla Subero has been employed at the above named Company since in October 2007 to present in the capacity of Operations Assistant.

Miss Subero performs the following functions:

1. Typing - Microsoft Word , Microsoft Excel
2. Preparation of Documents - Quotations, Invoices etc. using M/Word and or M/Excel
3. Scan and edit photos and documents
4. Makes copies of documents
5. Design and make Signs, Flyers, Tickets etc - Microsoft Publisher
6. Compile and burn Cds /DVDs
7. Stock inventory
8. Manages the operation of the Net Café in the absence of the manager.

Yours respectfully,

**Reynold Burgin**

**Manager**