KEZIA WILLIAMS

◼ Lot #3 Gopaul Ave Extension ◼ Diego Martin ◼ (868) 344-7588 ◼ keziakewilliams@gmail.com

|  |  |
| --- | --- |
| **Objective** | To secure a position that would afford the opportunity for considerable experience, development and growth both on a personal and professional level in an opportune institution. |
| **Key Strengths** | * Proficiency and familiarity with various computer programs, including the entire Microsoft suite * Excellent communication skills * Strong organizational skills and ability to work effectively in fast-paced environment * Perseveres in a team or as a single unit |
| **Work Experience** | ***Library Attendant (contracted)*** January 2013 - Present  National Library and Information System Authority   * Shelving books and Photocopying of library materials * Assisting patrons with computer and basic queries * Assisting with the preparation of information displays * Circulation duties (lending and return of materials) * Clipping, preparing and filing newspaper articles   ***Correspondence Clerk (contracted)*** September 2011 – March 2012  Ministry of Works and Transport   * Sorted filed, and dispatched incoming correspondence to relevant departments or individuals * Completed work orders for submission as necessary * Maintained the reception area * Assisted with the distribution of daily mail and greeted visitors in the absence of receptionist * Performed checker duties   ***Correspondence Clerk (O JT)*** September 2009 – September 2011  Ministry of Works and Transport   * Sorted filed, and dispatched incoming correspondence to relevant departments or individuals * Completed work orders for submission as necessary * Maintained the reception area * Assisted with the distribution of daily mail and greeted visitors in the absence of receptionist   ***Central Monitoring Station Operator*** March 2008 – September 2009  Telecom Security Company   * Monitored commercial and residential clients * Accepted and made calls to clients for business opening and burglary alarm alerts * Related with clients via telephone and updated data as needed |

KEZIA WILLIAMS

|  |  |
| --- | --- |
| **Work Experience con’t** | ***Customer Service Representative*** December 2007 – March 2008  HiLo Food Stores Ltd   * Provide customer service for smart shopper users * Inform customers of new and existing promotions * Assist where help is needed   ***Clerical Assistant/Typist*** October 2004 – October 2007  Worldwide Bankers Re. Limited   * Provide Administrative support for Company Manager * Record and file incoming and outgoing correspondences * File new document and maintain existing * Draft , type and edit administrative correspondence and other documents |
| **Education** | **Presently pursing my AAS in Social Work at ( COSTAATT) College of Science, Technology & Applied Arts of Trinidad & Tobago.**  **St. Martins’ Girls High School 2001 – 2003**  **Diego Martin junior Secondary 1998 – 2001**   |  |  |  | | --- | --- | --- | | **2010**  **2011** | English Language  Human and Social Biology  Principles of Business  Office Administration  Social Studies | **CXC O’Level General Proficiency** | |
| **Certification** | ***Microsoft Office Level 1 –*** Delta Soft Computer Training Services  ***Office Procedures***  – The Employment and Training Agency Ltd |
| **References** | |  |  | | --- | --- | | **Mrs. Kwailan Superville**  Executive Assistant  772-7646/627-6306 | **Mrs. Joycelyn Lashley**  Retired Administrative Assistant  637-6541 | |