LP #142 Cunapo Southern Main Road

Coalmine,

Sangre Grande.

364-1545

mellisa.fermin@yahoo.com

MELLISA DAPHNE FERMIN

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| Objective |  | My objective is to make this place a better place, for the next generation to come and to see that my daughter grows up in an environment that is best for her. Also to perform to the best of my abilities at your organization to assist in the provision of service to the country. |
| Skills & Abilities |  | I am a hard working and reliable person, with a passion for what I do. I like to take on challenging briefs and find a strong, suitable solution to solve  the communication task. I have a friendly, down to earth personality and always had a great rapport with all my fellow employees. |
| Experience |  | Habitat for Humanity T&T (Community mobilization clerk) October 2009-January 2011  Habitat for Humanity T&T is a non-profit organization that helps low-income families build homes. My responsibility was to accept applications from potential home partners and also to process them. habitat for humanity t&t (Procurement clerk) April 2013-January 2014  My responsibility is to order materials for the sites and in office. Also to ensure that it reaches on time.  **HABITAT FOR HUMANITY T&T (RESOURCE DEVELOPMENT LIASION OFFICER)**  January 2014-Present  My responsibility is to generate funds to the organization and also maintain good communication with individuals. |
| Education |  | Guaico government secondary school Electronic Document Preparation & Management One  Social Studies Two  English A Two  Principles of Business Two  Office Administration Three |
| References |  | Brian NEAVES Massy Ltd. (Head Office)  684-9053  **GLORIA RAPHAEL**  Habitat for Humanity Trinidad and Tobago  680-4663/675-1222 |