**TRICIA GOMEZ**

**117 A Ridgewood Gardens Golconda,**

**San Fernando, Trinidad W.I.**

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**Objective: TO ADD VALUE AND PROFESSIONALISM TO**

**ANY ORGANISATION OF WHICH I AM A PART.**

**Experience: 2013 -2014 Trinidad and Tobago Police Service**

**Special Reserve Officer**

* Performing the duties of a Police Officer.

**2009 - 2012 DIRECTV Trinidad Limited**

**Customer Service Representative**

* Answering and assisting customers who call in the call center for general customer service information, billing queries or technical assistance.
* Assisting walk in customers who visit the call center for general customer service information, billing queries or technical assistance.
* Creating work orders for tech visits.
* Telesales.
* Assist in training new staff members.
* Doing daily reports.

**2007 - 2008 Hyatt Regency Hotel Port-of-Spain**

**Banquet Server**

* Preparing for functions by setting tables, buffets etc.
* Serving guest by buffet Style, table service and cocktails.
* Working off property functions at the Prime Minister’s Residence.
* Breaking down after functions.
* Supervising on call staff.

**2005 - 2007 Captain D’s Sea Food Outlets**

**Point-a-Pierre - Cashier / Supervisor**

**Glenco - Supervisor / Trainer**

**Grand Bazaar - Supervisor /A. Manager**

* Ordering stocks.
* Balancing Books.
* Assist in the opening of all new Captain D’s Restaurant.
* Making Rosters & doing time sheets.
* Doing daily and monthly reports.
* Attending to customers complaints.

**1998 - 2001 Control Technologies Ltd Marabella**

**Administrative Assistant**

* Doing purchase orders, Quotations, Invoices etc.
* Filing.
* Answering and transferring calls.
* Doing minor bank transactions.
* Book keeping.

**Education: 2012 - 2013 Self Tutored**

* English - CSEC General II
* Social Studies - CSEC General II

**2006 - 2007 Continuation Classes - Union Claxton Bay Senior**

**Comprehensive School**

* Office Administration - CSEC General 2

**1999 - 2000 YTEPP- Marabella Senior Comprehensive School**

* **Secretarial and Business Support Services –** Skills for the Automated Office.

**1999 - 1999 YTEPP- Marabella Senior Comprehensive School**

* Typist / Receptionist.

**1992 - 1994 Marabella Senior Comprehensive School**

* Certificates Attained.

**Interests:** Playing Steel Pan, Dancing, Cooking, Site Seeing,

Reading. Counseling & Social Work

**References: Deborah Jackson**

Supervisor – Directv Trinidad Limited

John Lane D’Abadie

(868) 764-9770

**Patrick Mc Sween**

Accounts Executive - Amalgamated Security

Caroni, Trinidad.

(868) 730-0498