RESUME

**OBJECTIVES:**

One of my objectives is to interface with team players, and with technical software or hardware in any growing organization.

To obtain a meaningful and challenging position that enables me to learn and which allows for advancement. I am motivated and enthusiastic and would appreciate the opportunity to contribute success and efficiency.

**Work EXPERIENCE:**

**Servol Limited: (2010-2014)**

**Position**: A.D.P Instructor

* (A program designed for youths ages 16-19 in aide to decrease Crime in our country)
* **Subjects taught**: Mathematics(basic)

Spirituality

Self-Awareness

Health Education

Rap sessions (daily early morning sessions relating to different areas of life)

Physical Education

Parenting

Survival Cooking

Craft

Group Counseling

Mathematics (basic)

English (basic)

Social Studies

Music Dance and Drama

**Hall of Justice: Court Library:** Administrative Assistant  **(2009-2010)**

* **Duties**: document scanning: scanning newspaper articles relating to the Chief Justice and other court matters to be placed on the web site for viewing by lawyers and attorneys.
* Shelving: shelving books in chronological order after use by lawyers, judges and attorneys
* Filing judgments: this incorporated rulings and judgments made by magistrates and judges concerning any matter to be shelved chronologically and readily available for use.

**Ministry of Health:** Human Resource Department, Administrative Assistance (**2009-2009)**

* **Duties:** Typing memos and other letters: Letters and memos relating to functions and employees matters
* On the job trainee’s placements into various departments: On the job trainees came from Science and technology had to be admitted to various departments relating to their qualifications and acceptance letters.
* Filing: sick leaf and other personal documents had to be filed in employee’s individual files alphabetically in order to be retrieved on a daily basis.
* Assisting AOIV with other various duties/task: this relates to preparing for seminars and meetings with other Administrative Officers within the ministry, preparing special invitations, distributing medical cards to each department, and photo coping employees documents.

**Faustin’s Shipping Limited**:  **(2005-2009)**

* **Position**: Office Manager/ Accountant.
* **Duties**: To order stock for office: I ordered stationeries for the office monthly to ensure the daily running of the office was not hindered in any way.
* Pay employees: prepare monthly salaries for employees, cheque or cash with monthly deductions and presenting pay slips to show the same.
* Make deposits: Daily deposits were made into the bank from payments from clients for services rendered.
* Make invoices for clients: Clients were presented with bills showing itemized billing on spreadsheets using Excel
* Board and clear ships: Foreigners who came into the country with their ships had to be cleared through customs and immigration via an agent, various documents and forms had to be completed before this could happen.
* Prepare NIS, Vat and Health Surcharge payments: Calculated monthly payments had to be made concerning the company.
* Interview and hire staff: I interviewed prospective employees before they could be hired to work for the company.

**Group 4 Falck**:  **(2004-2004)**

* **Position:** security officer (American and German Embassies)
* Duties: I had to ensure each bag were scanned and checked, cell phones retrieved, persons scanned and premises secured.
* At the office I had to ensure officers were safe and especially at night awake to ensure safety of premises and clients satisfaction.

**Secur -pro limited: (2004-2006)**

* **Position**: Security Officer Supervisor
* **Duties**: Ensure officers duties were completed as required,
* Ensure an officer is present on each shift daily,
* Ensure officers are well attired in proper uniform/s,
* Ensure officers are on time.

**St James Color Shop: (1997-2005)**

* Sales clerk: The sale of items to customers to ensure their satisfaction.
* Junior Accountant: To ensure clients’ accounts were up to date and monies were not owed over thirty days and if so devise ways to retrieve the same.
* Banking: At the end of each day money from sales made had to be deposited into the bank.
* Bank reconciliation: Cheques paid by clients after being deposited into the bank and returned to the company had to be compared with bank statements to be sure no mistakes were made. Also interest paid to the bank and interest deducted, had to be checked as well to be sure the bank were not over charging the clients’ accounts.

**Qualifications:**

* Solid knowledge of Micro soft office suite
* Great ability working with a team
* Great ability working alone
* Strong leadership skills
* Committed to achieving quality and efficiency
* Six years of filing and administrative experience
* Six years accounting and managerial experience
* Flawless record of maintaining confidentiality
* Adaptable to changing situations
* Extensive experience in creating pay-sheets and cheque preparation
* Extensive experience running a sewing line in a garment factory.
* Extensive experience working with young people and teenagers.

**EDUCATION:**

The University of Trinidad and Tobago (2011-present)

Pursuing- Bachelors of Education with a specialization in Early Childhood Education.

**EDUCATION:**

**COSTAATT: (Sept. 2006-April 2010)**

**Achievements**:

* **Management Accounting** (Associate Degree)

**Tacarigua School of Business and Computer Studies: (1998-2001)**

**Achievements:**

**Diplomas**

* Management for Information Systems,
* Information Processing,
* Computer Application and Appreciation
* Computer Literacy

**Malick Secondary School (1995-1998)**

* Mathematics 2
* English 2
* Principles of Business 2
* Office Procedures 2
* Integrated Science 3

References will be refurbished upon request