**PERSONAL STATEMENT**

To succeed at my future endeavors and to maintain professional and ethical practices in pursuit of my goals I set for myself.

**WORK EXPERIENCE**

**Customer Service Representative- June 2014- September 2014**

Company Name**-** Unicomer Trinidad Limited

Location- Courts SangreGrande

Responsibilities**-** doing contracts and cash transaction

**Bio Data Interviewer- October 2013- November 2013**

Company Name- UWI, McGill Food Security Project

Location- Certain Schools on the North East Corridor

Responsibilities- taking the children measurements in height, weight, blood pressure.

**Assistant Supervisor- April 2013- June 2013**

Location-Guaico Government Secondary Sangre Grande

Responsibilities- Invigilator

**Pre- School Teacher- April 2011- September 2011**

Company Name-Real Faith Kindergarten Pre-School

Location- Eastern Main Road Sangre Grande

Responsibilities- manage record keeping, issue receipt to parents. Assist new students.

**Clerical Assistant- May 2010- September 2010**

Company Name-Eastern Regional Health Authority, County Health Administrative Office. OJT

Location- Eastern Main Road Blake Avenue, Damarie Hill Sangre Grande.

Responsibilities- assist in making requisition, managing file records, memorandum letters, making appointments.

**Clerical Assistant -September 2007- February 2008**

Company Name- Ministry of Works Highways Division. On the job training (OJT)

Location-Eastern Main Road Guaico Sangre Grande

Responsibilities- inventory, keeping updates on vehicles, record keeping, and gas receipt.

**Clerical Assistant- January 2006- June 2006**

Company Name- Ministry of Works and Transport Division. On the job training (OJT)

Location- Eastern Main Road Guaico Sangre Grande

Responsibilities-create filing system, making and issuing of pay slips, making of pay sheets.

**Clerical Assistant -September 2005 – December 2005**

Company Name-URP Office

Location-Eastern Main Road Guaico Sangre Grande

Responsibilities- assisted persons in preparation of N.I.S forms, assisted in assigned duties.

**EDUCATION**

**Microsoft Office Application - April 2004 – October 2008**

National Energy Skills Centre and Ministry of Education

Eastern Main Road James Smart Sangre Grande

Subjects - Computer Literacy

* Microsoft Office Application

**Diploma Human Resource Development – September 2006- June 2011**

College of Professional Studies LTD.

44-47 Railway Road Arima Trinidad and Tobago

Subjects - Business Law - Business Management and Administration

* Human Resource Development1 - International Business Communication

**CSEC - September 1997 – June 2001**

* **September 2001 – June 2002**

Mayaro Composite, Sangre Grande Business College

Guayaguayare Road Mayaro, Savi Street Boodoovile Sangre Grande

**Subjects**

* English A: **III**
* Mathematics : **III**
* Principal of Business : **III**
* Human and Social Biology: **II**
* Office Administration: **III**

**TRAINING**

* Youth Training and Employment Partnership Programme Limited **November2002 - May2003**
* Civilian Conservation Corps **July 2004-September2004**

**PERSONAL INTREST**

* Traveling and meeting new people
* Cooking
* Shopping
* Reading

**REFERENCES**

Reverend Pastor Roger Mendez

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Mr. Rodney Edwards (BSc) Principal

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