***Rozanne Dedier***

*# 4 John Blair Avenue*

*Victory Street*

*ARIMA*

**667-2112 or 736-0995**

**Objective:**

To be part of a growing organization, whose goals and mission is geared toward first class products, service and customer satisfaction, and whose employees are team players with common goals.

**Experience:**

June 08 - Present -Clerk 1 at Trinidad & Tobago Bureau of Standards

-Placing orders for stock, Generating Purchase Orders, Filing etc.

September 06 – August 07 -Administrative Assistant at Courts Trinidad Ltd.

-Writing reports for damage stock, Filing, Data Entry and

Customer Service.

June 06 -September 06 - Clerk Typist 1 at Trinidad and Tobago Bureau of Standards.

- Assisting in planning Meetings and Conferences, Typing up

Letters, Making and Receiving Calls and other related duties.

October 05- December 05 -Administrative Assistant at Courts Trinidad Ltd.

-Writing reports for damage stock, Filing, Data Entry and other

customer related duties.

April 05- September 05 -Sales and Administrative Assistant at Almawi Ltd.

-Selling Products, Receiving and Making call to customers and

Data Entry.

July 04- December 04 -Information Technology Assistant and Clerical Assistant at Bon

Air High School.

-Data Entry, Filing and Assisting students in Computer Studies.

August 01- October 02 -Clerical Duties in the Assessment Office at Birkbeck University

College, London, England.

-Data Entry and Filing.

April 01- August 01 -Receptionist at Shades N Moore Hairdressing

Salon, London, England

-Receiving and Making calls to customers about appointments and

Data Entry.

**Education:**

2011 -School of Business & Computer Science

& Aurthor Lok Jack

April 2002 to September2003 -London Open College Network,

London, England.

2000 to 2001 -Zenith Educational Institute

1998 to 2000 -St. Augustine Senior Secondary

1995 to 1998 -Curepe Junior Secondary

1989 to 1995 -Arima West Government Primary

**Qualifications:**

*Subject* Grade

CXC English Language - 2

CXC Mathematics - 4

CXC Principle of Business - 2

CXC Office Procedures - 3

Computer Studies - Credit

Fundamental of Contract Mgmt- Certification of Participation

Selecting Suppliers & Managing- Certificate of Participation

Bid Evaluation 1 & 2 - Certificate of Participation

Fundamentals of Purchasing - Persuing Certificate Presently

**Hobbies:**

Netball, reading, dancing and meeting people.

**References:**

Available upon request.