**RESUME**

**AVAILABILITY:**

Immediately

**PERSONAL DATA:**

Date of Birth April 9th 1992

Marital Status Single

Nationality Trinidadian

Telephone No. 370-2731 or 357-0784

**EDUCATION:**

School of Accounting and Management (2009-2013)

Arima Government Secondary School (2004-2009)

La Horquetta South Government Primary School (1997-2004)

**QUALIFICATIONS:**

**School of Accounting and Management**

Bachelor of Arts with Honors in Business Management (2013)

**School of Accounting and Management**

Certificate in Business Management (2009)

5 General Proficiency CXC passes:

**SUBJECT GRADE**

Principles of Accounts 2

Principles of Business 3

Mathematics 3

English 3

Integrated Science 2

**COMPETENCIES:**

Computer literate – Microsoft Office Suite

(Word, Power Point, Publisher, Access& Excel)

Operating System – Windows XP & Windows 7

**WORK EXPERIENCE:**

**Guardian Group**

Legal Department (November 2014)

Legal Assistant

**Ministry of Health**

Public Health Engineering Unit (June 2013 – September 2014)

Clerical Assistant

Duties:

* Worked with the Chief Public Health Inspector.
* Conducts searches to locate needed information, using multiple sources such as the internet.
* Created a database on Microsoft Access where all the Public Health Inspectors Profiles were easily accessed.
* Dealt with complaints in terms of Health issues of the public.
* Establishes and maintains an appropriate filing system.
* Organizes appointments and meetings for the supervisor.
* Types memoranda and letters.
* Attend to phone calls and forward to appropriate individuals accordingly.

Health Sector Human Resource Planning and Development Unit

(July 2011- May 2012)

Office Assistant

Duties:

* Data entry
* Types letter, memos, etc.
* Assisted with several educational projects (in terms of educating the public of all health related issues.

**Family Business**

Cashier (April 2011- August 2011)

**HOBBIES:**

Reading

Writing (excellent writer, loves writing poems / short stories)

Listening to music

Netball

Dancing

**REFERENCES:**

Christopher Saith

Chief Public Health Inspector

Ministry of Health

625-9437 (O)

Martin Ford

Assistant Director

Ministry of Trade, Industry, Investment and Communications

* 1. (c)

Jacqueline Solomon

Human Resource Advisor

Trinidad and Tobago Police Service

470-2278 (C) or 667-2409 (H)

Judith James

(*Former*) Senior Labour Relations Officer

National Union of Government and Federated Workers (NUGFW)

495-1789 (c)

\*References would be provided upon request