**DIANNE DENISE FORDE**

26 Brassia Drive, Orchid Gardens, Pleasantville, **SAN FERNANDO.**

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**EDUCATION**

**The University Of The West Open campus (San Fernando)**

**Associate of Science Business Management**

Started September, 2012

**Bordercom International (Trinidad)**

**Certificate in Administration Business Executive** **August – December, 2010**

Introduction to Quantitative Methods B

Introduction to Business C

Introduction to Business Communication C

**August – December, 2011**

Introduction to Accounting C

**W.J. Richards & Associates**

Certificate of Completion in Team Development Workshop **2007**

**Bordercom International (Trinidad)**

Certificate in CBPTM Customer Service **2005**

**National Association of Secretaries & Administrative Professionals of Trinidad & Tobago (nSa)**

Certificate of Participation **2004**

**Computer Training & Services Ltd**

Certificate in Desktop Publishing **2003**

**Personalized Computer Services Ltd**

Certificate of Achievement in Computer Literacy **1998**

**Pleasantville Senior Comprehensive Continuation Classes**

**C.X.C. O Level 1990-2002**

English Language III

Typewriting II

Principles of Accounts II

**San Fernando Senior Comprehensive School**

**C.X.C. O Level 1987-1990**

Mathematics II

Principles of Business II

Office Procedures II

**PROFESSIONAL EXPERIENCE**

**Ministry Of Health, San Fernando General Hospital, San Fernando**

Clerk Typist **September-November, 1996**

**Service Commission Department, Wilson Street, Port of Spain**

Clerk Typist **December, 1999**

**Mucurapo Junior Secondary School, Mucurapo and Ministry of Education, Secondary and Further, St. Clair Office**

Clerk Typist **December, 1999-February, 2000**

**Parliament Of The Republic of Trinidad & Tobago, Levels G-8, Tower D, The Port Of Spain International Waterfront Centre, 1A Wrightson Road, Port of Spain**

Clerk Typist **April, 2000-Present**

**REFERENCES**

**● Ms. Donna Morris-Gokool**

Inspector

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