**Clara Davi Boodram**

#1, Mulchan Trace,

Thicke Village, Sipaira Road

Fyzabad

(868) 756-1618 / (868) 342-3475

**OBJECTIVE:**  To provide a total quality service to my employer in a manner that always strives for excellence.

**WORK EXPERIENCE**

**Present**

**April 2013 Hydraulic Components Ltd**

*HSSE Advisor / Admin. Support /Training Coordinator*

**November -March 2013 Nigel R Khan Booksellers**

*Customer Service Representative*

**2008-2012:- Trinidad & Tobago Electricity Commission-**

*Clerical Officer III- Field Office*

Job Duties: -Fleet Maintenance

-Projects

**May 2002-2007:- Pointe-A-Pierre Constituency Office**

*-Administrative Assistant to Ms. Gillian Lucky*

**April 2002-May 2002:- National Training Agency**

-*Facilitator- Teaching Computer Literacy*

**March 2002:- National Training Agency**

*-Trainee Enumerator*

**May 2001-August 2001:- United National Congress**

*-Data Entry Clerk*

**Mar.2001-April 2001:- Ministry of Labour/Manpower Development &**

**Industrial Relations**

Couva/Tabaquite/Talparo Regional Corporation

Unemployment Relief Programme

*-Clerical Officer*

**Jan.2000-Nov.2000:- Ministry of Local Government:-**

**Jan.1998-Aug.1999:-** Couva/Tabaquite/Talparo Regional Corporation

Unemployment Relief Programme

*-Clerical Officer*

**Jun.1993-Jan.1995:- Card Express Limited:-**

-*Clerk*

**Jan.1992-May 1993:- Kajim Auto Repairs:-**

-*Clerk*

**EDUCATION:-**

Present: - The Institute of Commercial Management

2014 Subject Area: Project Management -

2010- The Institute of Commercial Management

Subject Area: - Project Management

2009-2010:- The Institute of Commercial Management

Single Subject Diploma

Subject Area:- Safety Management Policies And Procedures - Grade (A)

2010:- W.D. Gann Financial Markets Trading Seminar

Certificate of Participation

2009 -2013 Emergency First Response

Certificate of Completion

Primary Care (CPR) with AED Secondary Care (First Aid)

2005 Institute of Tertiary Tutors

L.C.C.I Diploma

Subject Areas-Public Relations

Marketing

Advertising

Dec. 2004:- Prestige Management Services Limited

Certificate of Achievement

OSHA/Marine Industry Standards-Construction Safety & Health.

**EDUCATION CONT’D:-**

June 2009:- C.X.C. O’Level:- Social Studies –

2000:- Professional Computer Training Centre

Computer Literacy – Microsoft Word/Excel/Power Point/Access

1988-1990:- Marabella Senior Comprehensive School

C.X.C. O’Levels:- Mathematics -

English A -

Physics –

Biology –

Chemistry –

1985-1988:- Marabella Junior Secondary School

Subject Areas:- Mathematics

English Language

English Literature

General Science (Biology, Physics, Chemistry)

Social Studies (History, Geography, Current Affairs, Sociology)

Spanish

Agricultural Science

Art & Craft

Music

Physical Education

Home Economics

**REFERENCES**

* **Name** : **Mr. Pradeep Sharma**

**Occupation:** Hindu Priest

Gasparillo

**Tel #**: (868) 650-1035