**Tessa-Maria Moore**

#74 Kiskidee Crescent ⮚ Phase 2 South ⮚ Bon Air Gardens ⮚ Arouca

🕿: 765-9583



**Objective:** A position where initiative, focus and a mature and serious-minded

individual, with excellent communicative skills will add value.

**Summary of**

**Attributes: ✓** Mature and well organized.

**✓** Trustworthy and tactful individual.

**✓** Flexible, patient and self-motivated.

**✓** Exceptional written communicative skills.

**✓** Strong and productive team player as proven in a working and

academic setting.

**Professional**

**History: Bhagwansingh’s Hardware Ltd.** 2008 – 2009

Sea Lots, Port of Spain.

*FILING CLERK*

**▪** Filing

**▪** Photocopying

**▪** Answering the telephone

**▪** Various general office duties

**Mr. Elvis E. O’Connor Law Office** 2nd – 31st March 2006

Port of Spain.

*LEGAL SECRETARY*

**▪** Typing

**▪** Photocopying

**▪** Greeting visitors

**▪** Serving documents

**▪** Answering the telephone

**▪** Scheduling appointments

**Associated Brands Industries Limited** 1997 – 2003

Bhagowtie Trace, San Juan.

*PRODUCTION WORKER*

**▪** Quality control analysis

**▪** Organizing and assembling of products

**Tessa-Maria Moore Page 2**

**Professional**

**History: Jo-Sing Limited** 1996 - 1997

*continued*  Kelly Village, Caroni.

*PRODUCTION WORKER*

**▪** Packaging products

**▪** Fulfilling quotas

**Academic**

**Profile: Youth Training and Employment** March – September 2013

**Partnership Programme (YTEPP) Limited**

**The Retraining Programme**

*COMMERCIAL FOOD PREPARATION – COOKERY*

*LEVEL 1*

**(Certificate pending)**

**Youth Training and Employment**

**Partnership Programme (YTEPP) Limited** 2004

*SECRETARIAL AND BUSINESS SUPPORT SERVICES*

*- SKILLS FOR THE AUTOMATED OFFICE*

**This course included:**

**▪** Keyboarding Skills

**▪** Microsoft Access (Basic)

**▪** Communicating Effectively

**▪** Applying Office Procedures

**▪** Performing Receptionist Duties

**▪** Microsoft Word (Basic – Intermediate)

**▪** Microsoft Excel (Basic – Intermediate)

**▪** Observing and Practicing Occupational Health and Safety

**▪** Applying Fundamental Concepts of the use of the Personal

Computer

*MICRO ENTREPRENEURSHIP / SMALL BUSINESS COURSE*

**Exposed to the concepts of:**

**▪** Making choices emphasizing entrepreneurial traits,

characteristics and guidelines.

**▪** Accessing developmental and support services (source and

use information and assistance; obtaining financing for

business).

**▪** Business establishment and operation (advertising and

promotion; consumer information; safety in the work

place; production and quality assurance; costing and

pricing).

***Tessa-Maria Moore Page 3***

**Academic**

**Profile: ▪** Developing a business idea including: choice of location;

*continued* feasibility studies and surveys; budgeting; preparing a

Business Plan.

*CAREER ENHANCEMENT*

**Course included:**

**▪** Literacy

**▪** Financial Skills

**▪** Social Life Skills

**▪** Occupational Profiles

**▪** Communication Skills

**Sital** 2004

*FRONT DESK / RECEPTIONIST TRAINING*

**Certificate (B+)**

**Course Outline:**

**▪** Voice Mail

**▪** Visitor Book

**▪** Office Protocol

**▪** Security Control

**▪** Interpersonal Skills

**▪** Telephone Techniques

**▪** Appearance and Grooming

**John S. Donaldson Technical Institute** 1999

*SMALL SCALE CATERING*

**Certificate of Participation**

**This course taught:**

* Nutrition
* Safety in the work place
* Simple catering accounts
* Food hygiene and sanitation
* Starting a Small Scale Catering Business
* Preparation, presentation and service of food

***Tessa-Maria Moore Page 4***

**Academic**

**Profile:** **Modern School of Business** 1993

*continued* *TRAVEL AND TOURISM*

**Institute of Commercial Management**

**UK Certificate (B-Credit)**

**This course taught:**

**▪** Tourism Markets

**▪** Travel Agency Management

**▪** Tourism / Travel Industry Products

**▪** Transport / Accommodation and Catering

**Zenith Educational Institute**

**CXC & Pitman Certificate** 1992 – 1993

**▪** Typewriting (Level 1)

**▪** English Language (General 2)

**Other**

**Education:** ☞ El Dorado Senior Comprehensive School 1988 – 1990

☞ El Dorado Junior Secondary School 1985 – 1988

**Award: El Dorado Senior Comprehensive School**

*Outstanding Performance for English Language*

**Interests:** Reading various literature, pursuing different creative skills,

creative writing, cooking and baking, watching “do it yourself”

programs, gardening and partaking in interesting conversations.

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**References**

**Mrs. Indra Deonarine**

*Accounts Supervisor*

Bhagwansingh Hardware

1 Development Circular Road,

Port of Spain

🕿: 627-8335

**Mrs. Sharon Sampson**

*Corporal of Police (Ag.)*

E 999 Rapid Response Branch

Command Centre

Police Academy

St. James