**DENISE ANESTHA WILLIAMS**

**LE PLATTE**

**LP# 10/1 MARAVAL P.O.S**

**Tel: 868-357-8811**

**deedeewilliams23@gmail.com**

**OBJECTIVE**

For my professional experience and knowledge to be instrumental in my continued growth and success to your organization.

**HIGHLIGHTS OF QUALIFICATIONS**

* Over two and a half years of clerical experience
* Conscientious, punctual and well organized
* Professional and responsible

**EDUCATION**

2010-2013- UWI SCHOOL OF BUSINESS AND APPLIED STUDIES LTD (ROYTEC)

* 1. SOUTH EAST PORT OF SPAIN CONTINUATION CLASSES
  2. POLYTECHNIC GOVERNMENT SCHOOL
  3. ST JAMES GOVERNMENT SECONDARY SCHOOL

**QUALIFICATIONS**

Bachelor of Business Administration, concentrations in Finance & Human Resource Management (2013)

Associate of Science, Management (Distinction) (2011)

MATHEMATICS III

ENGLISH III

OFFICE PROCEDURES III

PRINCIPLES OF BUSINESS III

SOCIAL STUDIES II

ELECTRONIC DOCUMENT PREPARATION MANAGEMENT I

**WORK EXPERIENCE**

**MINISTRY OF SCIENCE TECHNOLOGY AND TERTIARY EDUCATION – OJT**

Success Laventille RC school (Library Assistant) – (2005)

Ministry of Food Production, Land and Marine Affairs (Clerical Assistant) – (2009-2010)

**SERVICE COMMISSIONS DEPARTMENT**

(Ministry of Justice) Forensic Science Centre (Clerk Typist 1) – (2010)

(Ministry of National Security) Trinidad and Tobago Police Service (Clerk Typist 1) – (2010-present)

**INTERESTS AND ACHIEVEMENTS**

**INTERESTS**

READING, WRITING, TRAVELLING

**REFERENCES**

MRS.SANDORA SANTOO – SINGH

AUDITING ASSISTANT

MINISTRY OF FOOD PRODUCTION

LAND AND MARINE AFFAIRS

Contact No. 786-5906

MR. WAYNE BOYD

SENIOR SUPERINTENDENT

CRIMINAL INVESTIGATION DEPARTMENT/

CRIMINAL RECORDS OFFICE

TRINIDAD AND TOBAGO POLICE SERVICE

Contact No. 627-4145