**Carlene P. Z. Nelson**

18th October, 1989. (868) 390-0692/795-0167

#105 Eastern Main Road, Arouca. carlene\_nelson89@yahoo.com

**Objective:** To obtain a position that will enable me to use my strong organizational skills and ability to work well with people for the betterment of the company.

**EDUCATION**

**Tunapuna Gov’t Secondary (2001 - 2006):**

* English A - Grade II
* Mathematics - Grade III
* Principles of Accounts - Grade III
* Office Administration - Grade III
* Wood Work - Grade III

**WORK EXPERIENCE**

* **T.P.R.C. (Health Section) (2006 - 2007)**

Office Assistant (Contract)

* **Maha Sabha/L.G.H.C. (2007 - 2014)**

**663-1380**

Security

Assistant Supervisor

* **Bon Air Secondary School (2014-Present)**

**225-4227**

C.V.Q Trainee (O.J.T)

**REFERENCES**

Mr. Dwayne Goodridge

Army Officer

Ministry of National Security

#12 Back Street,

Tunapuna.

Phone: (C) 329-2130

Mr.Cordel Owen

Branch Manager

Super Technologies Ltd.

#11 Cor. Park & Victoria Square, Port of Spain.

Phone: (C) 320-7788

Mr.Allister Thomas

Electrical Technician

Trinidad and Tobago Electricity Commission

Scan and Protection Division

Phone: (C) 777-0249