**SUSAN ANASTACIO**

**# 03 Cunapo Southern Main Rd,**

**Sangre Grande**

**Trinidad and Tobago**

**# 1-868-367-6352**

**CAREER OBJECTIVE**

My career objective is to perform my duties diligently, be punctual, be a team player and avail all opportunities to learn.

**COMPETENCIES**

I am proactive and pragmatic. All past and present employers have found me to be trustworthy, polite and efficient in all circumstances.

**WORK EXPERIENCE**

**January 2013- present COSTAAT Work Study program.**

**Due to the amount of student intake at both tutorial centre and at administration, I have been able to obtain a large amount of clerical experience that enables me to perform my duties efficiently.**

**June 2012- January 2013Embassy of Brazil**

**I was employed as the head of staff at the residence of the ambassador of Brazil.**

**November 2010– June 2012 Security Officer: G4S Securicor Ltd.**

Due to my polite demeanour and attention to details I was placed at Banks, Diplomat Residence and Politician Residence.

 Main achievements:

The residence owners have always treated me with love and respect.

 there was not a single complaint raised against my work from anyone.

 My colleagues appreciated my flexible approach to change in rotation

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**Jan 2009 – April 2010 Geriatric Nurse: Tagariqua**

 Main Achievements:

 Very fulfilling job due to the help it provides to people with special needs.

 acquired new skills on dealing with elderly people.

**April 2008 – Dec 2008 Store Clerk – Classy Ladies, San Juan**

 Main achievements:

 learnt basic accounting.

used to manage the business without direct supervision of the Owner/Manager.

**EDUCATION**

**1995 – 1997** Guaico Primary School

**1998 – 2004** Home Studies – Toronto, Canada.

**2004 – 2005**  Thistle Town Colligate Institute, Ontario, Canada

**2008 – 2014** High School Diploma:Penn Foster School, New York**.**

**2010 – 2010** Computer Literacy: Fords College, Trinidad

2011- 2011 First Aid (Certified in CPR and First Aid)

2009- 2010 Diploma in Nurses Assistance

2012-Present COSTAATT Pursuing Associates in Medical Lab Technician

2012-May 2013 Delta soft Office Procedure level 1

**PERSONAL ACHIEVEMENTS/AWARDS & INTERESTS**

 Award for Youth Public Speaker

 Recommendations from employers

 Travelled to New Brunswick, St. Catherine’s, Prince Edward Island, New Foundland, Canada.

**REFREES**

 Mr S. Kansal: Director – Caribbean, Mahindra Satyam.

 Mrs A. Massingham – HM Consul, British High Commission, Trinidad

Mr K. Lakhan - Self-employed

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