Emma Thomas

Lp31 La Retreat Road, Heights of Guanapo

Wallerfield, Arima

304-5774

[emmathomas2008@live.com](mailto:emmathomas2008@live.com)

I am interested in the position of Casher as I have acquired two years of work experience as an Administrative Assistant which required me to work closely with others.

Work experience:

Central experiment station (Under OJT Programme)

Caroni North Bank, Centeno

Administrative Assistant

* Typing (memos, presentations etc.)
* Binding
* Printing and copying
* Inventory
* Sourcing and Purchasing

Acquired knowledge of government institution as well as knowledge of mites and insects

Learned how to operate basic lab equipment such as a microscope and a mite counter

Carried out experiments in the lab along with expert for India

August 2012-november 2014

Education:

Bates Memorial High SDA

2003-2008

O’ levels

* English A – 1
* English B – 3
* Mathematics – 3
* Human and Social Biology – 1
* Social Studies – 2

Y.T.E.P.P

Micro Business Management Certificate Course

Hobbies:

* Reading
* Messaging

References available upon request.