**Janelle Maressa Joseph**

**PERSONAL INFORMATION**

Date of Birth:

Marital Status:

Address:

Telephone:

Email:

**EDUCATIONAL BACKGROUND**

Schools Attended:

Qualifications:

Certificates attained:

4th July 1983

Single

Ridgeview Heights Tacarigua

683-6331/ 291-6543

[janellejoseph1983@yahoo.com](mailto:janellejoseph1983@yahoo.com)

2006-2008 University of West Indies School of Continuing Studies (U.W.I.S. C. S).

1995-2000 Scarborough Secondary

Bon-Accord Primary Government

**CXC O’Levels – year attained**

English grade 3 – 2000

Mathematics grade 3 – 2005

Integrated Science grade 2 – 2000

Principles of Accounts grade 3 2000

Principles of Business grade 3 – 2000

Psychology at U.W.I. S.C.S. – 2009

Microsoft Office Applications at U.W.I. S.C.S. – 2005

Typist/Receptionist at YTEPP - 2003

Computer Literacy at J\_Puter Technological Institute Limited – 2002

**Janelle Maressa Joseph**

**WORK EXPERIENCES:**

Fish Processor at Terry Swan Limited 2000-2001

Waitress at Tristar restaurant 2002

Royal Castle 2002

House keeper at Conrado Beach Hotel 2003

Handyman (Typist/secretary/checker) at the Division of Infrastructure and Public Utilities – 2004- 2010

Office assistant (part-time) at F. A. Fraser Engineering – 2010-2014

**Interests:**

Counseling, foreign language health food and fitness

**Hobbies:**

Network marketing, reading, learning foreign language

**References:**

Francis Fraser

Owner/Manager

F.A.Fraser Engineering

Telephone: 709-5947

Loraine Edoo

Owner/Manager

Loraine’s Educare Centre

Telephone: 781-3900

Anthony Hislop

Supervisor

Division of Infrastructure and Public Utilities

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