**Candacy Phillips**

*LP# 63 Cipriani Ave, 2nd Caledonia, Morvant:*

CELL- 7278863 or 763-4148

Date of Birth- February 28, 1989

Marital Status- Single

**Objective**

To effectively and efficiently add value to an organization through the use of my skills and my commitment to

the job

**Experience**

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|  | **MINISTRY OF THE ATTORNEY GENERAL**- Secretary  May, 2011 – Present  Scheduling meetings and answering the telephone. Opening files, closing files, data entry and updating  Movement of files timely and accurately. Filing and folioing sick, casual and vacation leave and proper  storage of files. |

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|  | **PRECISION FOCUSED LIMITED**- Administrative Assistant  August, 2010 – May 2011  Manage daily schedules and tasks involved with coordinating company meetings including scheduling and setting up conference rooms, securing proper equipment and sending reminders. Setting up new client, job and charge numbers, maintain and track client accounting and update client contact information. |

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|  | **DIREC ONE INTERNATIONAL TELEMARKETING COMPANY**- Customer Sales Specialist  March, 2010 – August, 2010  Inform and assisted customers regarding technical and specialized merchandise; demonstrates use upon request. Identifies need for materials and merchandise; identifies criteria and procuring specific merchandise meeting identified criteria, such as price, quality, quantity, and delivery date, and placing orders.  **MINISTRY OF THE ATTORNEY GENERAL**- Clerical Assistant (On the job Training)  June, 2008 – June, 2009  Scheduling meetings and answering the telephone. Opening files, closing files, data entry and updating  movement of files timely and accurately. Filing and folioing sick, casual and vacation leave and proper  storage of files. |

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**Education**

**College of Science, Technology Applied Arts of Trinidad and Tobago**

Present

Associate Degree of Management with Accounting

**Employers’ Consultative Association of Trinidad and Tobago**

2014

Certificate of Attendance Occupational Safety and Health in the Workplace

**School of Business and Computer Science Ltd.**

2013

Certificate in Project Management for Business Professionals

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|  | **Emergency Training Institute of Trinidad and Tobago**  2012  Certificate in Heart saver First Aid, CPR &AED Course    **School of Practical Accounting**  2010  Certificate in Peachtree Accounting |

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|  | **School of Practical Accounting**  2009  Certificate in Practical Accounting |

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|  | **School of Business and Computer Science**  2009  Certificate in Business Management |

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|  | **School of Business and Computer Science**  2009  Diploma 1 Business Management |

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|  | **Ministry Of Attorney General**  2009  Certificate of Participation in the Registry Systems & Procedures Training Program |

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|  | **National Energy Skills Center and Ministry of Education**  2006  Certificate in Microsoft Word |

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|  | **Global Technology and Computer Science**  2005  Certificate in Windows XP |

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|  | **St. Stanislaus College**  2002 – 2006  CXC O Levels, Principles of Accounts, English, Principles of Business, Social Studies, Mathematics,  Information Technology |

**REFERENCES**

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| --- | --- |
|  | Ms. Annette George  Customer Relations Officer  T.T. Post  662-1214/ 686-5351  Mr. Kyle Thomas  Facility Manager  Ministry of the Attorney General  623-7010 |