Emma Thomas

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I am interested in the position Casher or. I have acquired two years of work experience as an Administrative Assistant in addition to being an Enumerator for THE 2011 National Census 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

The Central Statistical Office  
National Statistics Building  
80 Independence Square  
Port of Spain

Enumerator

* Visit communities and get detailed information on each household
* Document all data collected

December 2010-March 2011

Education:

Y.T.E.P.P

2013-2014

Micro Business Management Certificate (Awaiting Certification)

Bates Memorial High SDA

2003-2008

O’ levels

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

Hobbies:

* Reading
* Playing pan (Tenor)

References available upon request.