**CHARLENE CHANDLER- NOEL**

#1666 Southern Main Road

Gonzales Village

Point Fortin

Tel: 768 – 8661

Email:kimonechandler@hotmail.com

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**OBJECTIVE:** To become a representative of an organization which allows individual and proficient growth that I may be able to contribute with loyalty and commitment.

**PROFILE:** I am able to meet deadlines, work in a fast paced environment and multi task.

**EDUCATION:** **Upper Level Educational Institute (2003)**

Caribbean Examination Council (CXC)

**Subjects:** Social Studies Grade I

English A II

Information Technology III

**ADDITIONAL TRAINING:** Workforce Assessment Certificate – Data Operations Level II (2012)

G.A.P.P. - Geriatric Adolescent Partnership Programme (2005)

Y.T.E.P.P – Youth Training and Employment Partnership Programme (2003 – 2005)

**JOB EXPERIENCE:**  **MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION**

**POINT FORTIN EAST SECONDARY SCHOOL** (OJT) (Jan 2012- Oct 2014)

Position: Stores Clerk Attendant/ Office Assistant/ Book Rentals Clerk

Duties:

* Data Entry
* Answering of telephone and taking messages
* Distribution of office supplies to staff members
* Photocopying
* Collecting, organizing and distribution of text books to teachers and students

**CENTRAL STATISTICAL OFFICE** (January – March 2011)

Position: Enumerator

Duties:

* Collection of data

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**(Job experience continued)**

**NORTH CENTRAL REGIONAL HEALTH AUTHORITY** (January – June 2008)

Position: Patient Care Assistant

Duties:

* Assisting nurses with the wholesome care of patients
* Bed making
* Sterilizing of implements

**RONTECH COMPUTERS/ AMMIS PROTECTIVE SECURITY SERVICES**

Position: Customer Service Representative / Secretary

(January 2006 – May 2007)

Duties:

* Typing correspondence
* Filing
* Assisting with payroll
* Photocopying
* Hire purchase
* Answering telephone
* Bank duties

**REFERENCES:**

* **MR. CLARENCE COZIER**

Marine Production Foreman

Petrotrin Trinmar Limited

Point Fortin

719 – 7729

* **MR. KHAIMSINGH CHUNNISINGH**

Minister of Religion

648 – 6671