**Kern Jack**

# 21 Jereton Street,

Morvant, Trinidad

Phone: 765-5892/ 309-1435 Email: starjack17@yahoo.com

OBJECTIVE

* To continue to pursue knowledge in the workplace in order to achieve a higher level in my profession.

EXPERIENCE

Porter

Courts Trinidad Ltd Curepe Outlet 02/14-05/14

Curepe

Porter

Courts Trinidad Ltd Frederick Street 09/13-01/14

Port of Spain

Clerical Assistant (OJT) 06/09 –06/11

Ministry of Education ICT Division Port of Spain

* Data Entry
* Maintains file register and filing system in keeping with established system and procedures.
* Operates standard office equipment such as photocopiers, scanners, facsimile machine and binders.
* Performs other related duties assigned.

Mail Officer (2 months) 07/08-08/08

TTPOST Morvant Post Office Morvant

* Receives, records, sorts and routes incoming and outgoing mail and other related documents.

EDUCATION

University of Trinidad & Tobago Evening Classes 09/14-Present

Diploma in Computer Networks and Port of Spain  
Telecommunication Engineering (currently pursuing)

South East Port of Spain Secondary School Evening Classes 09/11–05/13

Caribbean Examination Council (CXC ) Port-of-Spain

* Principles of Accounts Grade 1
* Principles of Business Grade 3

Trinizuela Technical & Vocational College 09/07-06/09 Information Technology Advanced Diploma Port-of-Spain

* Computer Repairs
* Computer software
* Business Management
* Health and Safety (OSHA)

Diego Martin Finishing School 09/06 – 06/07

Caribbean Examination Council (CXC ) Diego Martin

* Mathematics Grade 3
* English A Grade 3
* Human & Social Biology Grade 3

Belmont Boys Secondary School 09/01-09/06

* Five (5) years secondary school Form one to Form five Port-of-Spain

ADDITIONAL INFORMATION

* Proficiency in the use of Microsoft Office Suite.
* Skill in the use of personal computers.
* Ability to learn assigned tasks of limited complexity and variety readily.
* Ability to work as part of a team.
* Ability to establish and maintain effective working relationships with colleagues and the public.

REFERENCES

Fleet Chief Petty Officer Alfie Lovell - Retired

Trinidad & Tobago Coast Guard

Phone# 642 2449 or 326-0861

Audain John

Teacher 1 Primary

Phone# 493-8887 (Cell)