Mrs. Juliet Wendy Boyce

LP# 52 Oliver Trace, Mt D'or Road, Champs Fleur

473-5004/322-1078

D-O-B 05/07/1986

[**drboycejulietboycedrboyce2014@outlook.com/julietboyce0@gmail.com**](mailto:drboycejulietboycedrboyce2014@outlook.com/julietboyce0@gmail.com)

Objective:

I will always try my level best to contribute in the progress of the company. Making growth of the company will be my first and foremost goal. I will devote myself for the financial as well as other growth of the company. For that, I will use my skill sets and qualities. I will always think about the progress of the company and implement my ideology in order to bring the company at the peak of success.

# Education

* Forde's College - CXC

English A - 2

Social-Studies - 2

Mathematics - 3

Principles of Business - 3

Principle -of Accounts - 3

* Certificates and Accreditations

Proficient in Peachtree

Computer Literate

Certificate in Clerical Work

Trinidad and Tobago National Vocational Certificates in:

Masonry, Tiling, Painting, Soil Testing and Air Condition and Refrigeration.

Certificate in Electrical

* Currently Pursuing:

**Degree in Psychology** @ the College of Science, Technology & Applied Arts of Trinidad & Tobago



# Experience

Ministry of People and Social Development - Clerical Assistant: Human Resource

* Maintaining employee records
* Handling of employees sick/casual/vacation leave
* Data entry
* Type letters, forward mail, answer phones, file reports
* Performance Appraisals
* Filing
* Updating Records

Direcone Ltd – Customer & Sales Services Specialist (Feb 2014- Nov 2014)

* Handling incoming deactivation requests, billing and mobile technical requests and support from new and existing customers and retention.
* Manage resistant customers by remaining polite, tactful and honest.

Premier Air Condition and refrigeration Ltd (2010 - May 2013)

* Sales and Marketing
* Inventory
* Over the phone sales
* Office administration duties
* Scheduling service and installation jobs
* Receivables
* Data Entry- Microsoft Excel & Peachtree

Genesco Limited – Technician/Assembly Line Team leader (2007-2010)

•Supervising and training staff

•Preparing reports

•Ensuring products quality

•Inventory

•Installing and repairing products

•Attending to customers over the phone

Mario’s Pizzaria Limited – Customer Service Representative (2008-2009)

•Cashier

•Preparing balance sheets

•Preparing food

•Attending to customers

Unique Holdings Limited- Customer Service Representative (2005-2006)

•Cashier

•Customer Service

# References

**Aaron Sinanan** – Maraj Air Condition Limited- Inventory Manager

Tele – 345-4200

**Damien Sherwood** –Genesco Limited - Technical Manager

Cell – 785-9128