**Juliette Elizabeth Carbon**

CB# 08151 Unity Lane, Upper L’anse Mitan Road, Carenage

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**Personal**

**Date of Birth:** November 20th, 1987

**Civil Status:** Single

**Experience**

**Inventory Clerk / Secretary**

October 5th, 2012 – 8th September, 2015

**Horizons Framing and Décor Ltd**

* Filing of documents
* Enquiries
* Photocopying
* Typing of documents using Microsoft Office Suite
* Assisting customers with their orders
* Issuing of bills and other documents
* Liaising with customers via e-mail and telephone
* Assisting with other day to day functions of the company
* Inventory

**Library Aide**

July 2nd- September 8th, 2012

October 3rd – December 31st, 2011

June 21st- July 31st, 2011

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

9-11 Melville Lane,

Port of Spain

* Filing
* Shelving
* Information files
* Circulation desk
* Registration
* Displays
* Enquiries
* Photocopying
* Typing of documents using Microsoft Office Suite
* Cataloguing of information
* Book Withdrawals
* Calculation of fines and over dues

**Library Attendant**

October 2010 – April 2011

May 2008 – October 2009

**National Library and Information System Authority (NALIS)**

Duties are the same as above

* Photo Registration
* Computer Reservation

**Education**

September 2010 – Present **College of Science, Technology and Applied Arts of Trinidad**

**And Tobago**

B-Sc Biology (studying)

September 2007 - January 2008 **Polytechnic Evening School**

CXC ‘O’ Level (General Proficiency)

Biology G-III

September 2005 – June 2006 **South East Government Secondary School Evening Classes**

CXC ‘O’ Level (General Proficiency)

Mathematics G-III

Office Administration G-II

September 2004 – June 2005 **Diego Martin Finishing School**

CXC ‘O’ Level (General Proficiency)

English A G-I

Social Studies G-I

September 1999 – June 2004 **Tranquility Government Secondary School**

CXC ‘O’ Level (General Proficiency)

Integrated Science (SA) G-III

Music G-III

Theatre Arts G-III

**Other Experiences**

* Committee Member of the Good Samaritan Friendly Society
* Member of The Holy Trinity Cathedral Folk Choir

**References**

Mr. John Christopher James Mr. Saoul George

#17 Poui Drive, Reid Lane, #129 Lady Young Avenue,

Arima Morvant

Retired Inspector of Police Library Assistant II (Ag)

667-3813 363-5996

Mr. John King Charlene Roberts. St. John

#18 Ranjit Kumar Street, #37-39 Mucurapo road,

St. James St. James

President of the Good Samaritan Friendly Society Office Manager

702-6910 628-8048 / 350-5000