**Marisha Lalgie**

LP # 54 Blue Basin Road. Diego Martin

Mobile: 1-868-389-1005, 1-868-301-3044

**Objective**: To gain hands-on experience through practical on the job training, whereby enabling me to apply theoretical knowledge in everyday work environment, while pursuing further education.

**Work Experience:**

2015

**Anchorage Chaguaramas ( Part time)**

* Assistant Bartender

08th October 2012 to 13th October 2012.

**Isolde Ali-Gent & Associates.** (Psychologist’s office)

Office Assistant:

* Filing patients records
* Retrieving patients records

2011 August to February 2012

**Modern Sanitary Plumbing Contractors Limited**.

Office Assistant:

* Answering phone, taking messages.
* Filing
* Assist Secretary where needed
* Customer service

2011 July to August 2011 (Summer Vacation)

**Complete Health Care Limited** (Medical Clinic)

Office Assistant:

* Filing
* Data Entry
* Prepare receipts from payments
* Answering phone , taking messages

**Marisha Lalgie**

2010 July to August 2010 (Summer Vacation)

**Complete Health Care Limited.** ( Medical Clinic)

Office Assistant:

* Same as above.

2009 July – August 2009 (Summer Vacation)

**Complete Health Care Limited** (Medical Clinic)

Office Assistant:

* Same as above.

2008 July to 2008 August (summer Vacation)

**West Port Kids West Mall**

Sales Clerk:

* Customer service
* Replenishing shelves.

**Volunteer Work:**

TTSPCA-

Trinidadian & Tobago Society for Prevention of Cruelty To Animals.

* Groom Animals (dogs)
* Walk Animals (Dogs)
* Feed Animals (Cats & Dogs)

Hibiscus Place Day Care Centre for the elderly

* Communicating with Elderly
* Assisting Elderly with exercise ( yoga , strength exercise)
* Playing board games with elderly
* Accompanying on outings
* Distributing food

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| **Marisha Lalgie** | | |  |  |  |  |  |
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| **Education:** | |  |  |  |  |  |  |
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| 1996-2003- Patna River Estate Primary School. | | | | | |  |  |
| 2003-2006- Diego Martin Junior Secondary School | | | | | |  |  |
| 2006-2008 - Corpus Christi College Diego Martin. | | | | | |  |  |
| 2009-2010 - Barataria Hi Technology Servol. | | | | | |  |  |
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| October 2013 – April 2014 YTEPP -Belmont Secondary School | | | | | | | |
| Personal Care Assistant (Nursing PCA , awaiting certificate) | | | | | | | |
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| **Qualifications:** Caribbean Examination Council (CXC) | | | | | | |  |
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|        English A | | | | |  | 111 |  |
|        Office Administration | | | | |  | 111 |  |
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| **Certificates:** | |  |  |  |  |  |  |
| **Information Communication Technology:** | | | | | |  |  |
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|        Introductions to Computers | | | | | | B |  |
|        Windows XP | | | | | | A |  |
|        Introduction to Internet | | | | | | B |  |
|        Microsoft Word | | | | | | A |  |
|        Microsoft Access | | | | | | A |  |
|        Microsoft Excel | | | | | | A |  |
|        Introductions to Accounts | | | | | | C |  |
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| **Advanced Graphic Designs:** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|        Adobe Illustrator CS4 | | | | | | A |  |
|        Adobe Flash CS5 | | | | | | B |  |
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| **Computer Repairs** | | |  |  |  |  |  |
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|        Theory | | | | | | A |  |
|        Practical | | | | | | B |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | | |  |  |  |  | | **Marisha Lalgie** |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Business Administration:** | | | |  |  |  | |  |  |  |  |  |  |  | |        Business Communication | | | | | | B | |        Power Points & Presentation | | | | | | B | |        Modes of Operation | | | | | | C | |        Accounts | | | | | | A | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **References:** |  |  |  |  |  |  | |  | | | |  |  |  | | Mr. Eddie Charles |  |  |  |  |  |  | | Company Director | | | | |  |  | | Modern Sanitary Plumbing Contractors Ltd | | | | | |  |  | | #34 Kitchener Street. Woodbrook. | | | |  |  |  | | 1-868-628-7400 | | | |  |  |  | |  | | | | |  |  | |  | | |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | | |  |  |  |  | |  | | |  |  |  |  | |  | | | | | |  | |  | | | | |  |  | |  | |  |  |  |  |  | | | | |  |  |  |
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