**Mrs. Joanna Duncan-Riley**

#26 Upper St.Barb’s Road,

BELMONT

(868) 307 9854 Mobile

njaelz@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Professional Summary** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enthusiastic and dedicated individual with excellent inter-personal and professional skills, I also possess excellent written and verbal communication skills. I have experience in providing internal employee development and have the proven ability to work in difficult situations.

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Married

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Religion**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anglican

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1999 -2000 Sarah’s Secretarial School

1994 – 1998 Woodbrook Government Secondary School

1988 -1994 Belmont Government Primary School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_Qualifications**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.X.C O’Levels

General Proficiency

English A Grade I

Principles of Business Grade II

Office Procedures Grade II

Mathematics Grade III

Social Studies Grade III

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Certificates**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Microsoft Certified Applications Specialist (MCAS)

BorderCom International

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft Power Point

Microsoft Outlook

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Work Experience**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May 2009 – March 2014

Data Entry Clerk, Trainee Supervisor

Eastern Commercial lands Limited

September 2006 – January 2007

Cashier

Massy Stores

February 2005 – June 2005

Sales and Service Specialist

DirecOne Limited

January 2004 – July 2004

Clerk I (OJ

Ministry of Public Administration and Information

(Information Division)

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Mr. Chema Mark

Training Co-ordinator

TSTT Training and Development

(868) 731 9224

Ms. Leanne King

Sailor/Secretary to the Legal Officer

Trinidad and Tobago Coast Guard

(868) 308 8907