Andrea Greene

#3D Francis Trace,

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OBJECTIVE

A enthusiastic , skilled and well motivated individual looking to obtain a position, within this organization which would help me not only improve my knowledge, skills and abilities, but allow me to develop innovative ideas to make a positive contribution to that organization.

EDUCATION

|  |  |
| --- | --- |
| * Shiva Boys Hindu College ( A Levels) | 2009 – 2011 |
| Chemistry Unit 1 and 2 | 4 |
| Biology Unit 1 and 2 | 4 |
| Geography Unit 1 and 2  Caribbean Studies  Communication Studies | 4  2  3 |

* La Romaine High School (CXC) 2004 - 2009

|  |  |
| --- | --- |
| Biology | 3 |
| Chemistry | 3 |
| English | 2 |
| Mathematics | 1 |
| Physics | 2 |
| Spanish | 3 |

Nationality Status Age Date of Birth

Trinidadian Single 24 04 March 1992

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Experience

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| --- | --- | --- |
| South West Regional Health Authority- OJT  *Duties*   * Meets and greets clients and provide directional guidance. * Maintaining accurate records of clinical work. * Conducting interviews and also direct observations of patients. * Working in accordance with policies and procedures. which govern confidentiality and data protection, information sharing and disclosure. * Monitoring of waiting time of clients. * Working hard to maintain the highest standards of care and service to internal and external clients. * Participating in all mandatory and essential training. * Ensure that Patient Charter of Rights and Obligations information is always available to customers.   Republic Bank Limited  *Duties*   * The writing of manager’s checks * The Stopping of Checks * Telephone operator * The scanning of documents onto the computer system. * Producing of certificates of balance for the customs for embassy. * The processing of payrolls for customers. * The processing of wire transfers for customers. * The sorting out and disseminating of mails to various branches and customers.   Frankhill Limited  *Duties*   * Telephone Operator * Faxing of documents to customers. * Printing and copying of information * Marketing of company’s product and services. * Data entry- use of Microsoft suite, power points, word, excel.   Trinidad and Tobago Crane Training and Inspection Bureau  *Duties*   * Filing of document. * Paying of the company’s bills. * Arranging of classes for students. * Marketing of company’s products and services. * Printing of certificates for students. | Customer Service Representative & Office Administrator    Clerical Assistant 1  Office Administrator    Administrative Assistant | 01/06/15 -02/02/16    13/10/14-06/02/15  03/08/13 - 30/08/13    01/04/12 Staffprise Limitedd Inspection Bur6/07/10 - 04/09/10 |

HOBBIES

* Enjoys cooking
* Interacting with people
* Music

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SKILLS

* Is able to operate a faxing, printing and scanning machine.
* Excellent interpersonal skills.

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REFERENCES

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