**Rochelle Williams**

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Port Of Spain

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 West Indies

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**Objectives**

. Motivated, enthusiastic and friendly with strong communication and teamwork abilities.

Core Accomplishments

* Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
* Answered multiple phone lines, transferred calls to corresponding departments, filed patient records and billed accordingly.

Education

Tertiary Level

Currently attending

Kenson School of Production Technology

IVQ in Oil & Gas

Diploma in level 3 Process Technician

Graduate April, 2017

Trinizuezla Technical and Vocational College                ( via Civilian Conservation Corps)         May-September 2015

Office Procedure                           Awaiting Results       City&Guilds

Accounts                                        Awaiting Results       City&Guilds

Information Technology              Awaiting Results        City&Guilds

English for Business                    Awaiting Results         City&Guilds

Typewriting                                    Awaiting Results          City&Guilds

Secondary  Education

Bishop’s Centenary College                               2006-2011

English A                                       III

English B                                       III

Social Studies                              III

Integrated Science                      III

**Experience**

[2015-2016]

Civilian Conservation Corps (North Central Region) | Retain Trainee|

Organized files , developed spreadsheets , fax reports and scanned documents.

Made copies, sent faxes and handled all incoming and outgoing correspondence

Stanley’s Car Sales                                                                                       2014-2015

•         Receptionist/Sales Clerk

Served as central point of contact for all outside vendors needing to gain access to the building.

Maintained the front desk and reception area in a neat and organized fashion.

Managed the receptionist area including greeting visitors and responding to telephone and in-person requests for information.

Managed the day to day calendar for the company’s senior director

Manage daily office operations and maintenance of equipment

Handled all Media and public relations inquiries.

Lifestyle Motors Ltd                                                                                     2013-2014

•         Accounts Filing clerk/Receptionist

Scanned and filed forms, reports, correspondence and receipts.

Retrieved requested files and delivered to appropriate personnel.

Detour                                                                                                                  2011-2012

Sales Clerk

Recommended and helped customers select merchandise based on their needs.

Informed customers about sales and promotions in a friendly and engaging manner.

**Skills**

* Customer service mindset
* Sales proficiency
* Cheerfulness
* Professional appearance

**References**

Jo-Rissa Stiell

1-868-688-4843

Kevin Vargas

1-868-744-0346