**Name**: Zewna Hamilton

**Address:** #11 Todd Street, San Fernando

**Telephone: 1-868-745-8879**

**Date of Birth:** 8th January, 1989

**Marital Status**: Single

**OBJECTIVES**

To become associated with a well-established company that is goal- oriented and team spirited.

To be considered as a valuable team member to utilize my skills, training and experience that will be beneficial to both the organization and I.

**EDUCATION**

* Ste Madeleine Secondary 2001-2006

**CXC- General Proficiency Grade**

* English A III
* Integrated Science III
* Social Studies III
* Home Management III
* Clothing Textile III
* Human & Social Biology III

**QUALIFICATION**

I am presently pursuing Diploma level in **Project Management** with (ICM) Institute of Commercial Management

I obtain 3 passes in **ABE Level 4 Diploma in Management of Information System-** .

This course consists of:

**Grade**

* Introduction To Management Information System C
* Introduction To Business Communication C
* Introduction To Business C
* Quantitative Methods (Pursuing) June, 2016

**QUALIFICATION**

I was successful in City & Guilds **Level 3 IVQ Advance Diploma IT System Support** at Trinizuela Technical & Vocational College.

**Advance Diploma Grade**

* Customer Support Provision 3 Merit
* Install, Configure and Upgrade ICT Software Distinction
* ICT Systems and Network Management Pass
* Maintain ICT equipment and Systems 3 Pass
* Implementing an ICT Systems Security Policy Pass

Obtain (Pass) in my City Guilds **Technician** **Diploma Level Information Processing** at Trinizuela College. The modules outline:

* Data Communication & Networks
* Data Processing
* Mathematics Techniques for Computer

Obtain (Credit) in City Guilds **Technician** **Certificate in Information Processing** at Trinizuela College. The modules outline:

* Programming Language & Coding
* User & Documenting
* Data Entry

**QUALIFICATION**

**Computer Literacy Certificate** at School Of Business and Computer Science.

This course outlines:

* Windows XP
* Word 2000
* Excel 2000
* PowerPoint 2000
* Access 2000
* Internet

**WORK EXPERIENCE**

Courts Marabella   
**Administrative Assistant August, 2014- December, 2014**

South West Regional Health Authority

**Clerk 1 August, 2010–April, 2012**

Williamsville Health Center

O.J.T On The Job Training

**Assistant Clerk November, 2008 – November, 2009**

Marabella Health Centre

**HOBBIES**

Meeting new people and exploring the technology of the computer.

**REFERENCE**

**Nr. M. Chandler Mr. Y. Emamdeen**

D.H.V Teacher

Marabella Health Center Trinizuela Technical College San Fernando

**Tel: 868-658-0470 Tel: 868-393-1634**