# Elizabeth Williams

19 Laventille Road, East Dry River, Port of Spain, Trinidad.

Telephone: 397-2296

Email: lizzzy\_w@yahoo.com

## PERSONAL

## Date of Birth: February 08th 1986.

## Marital Status: Single

### PROFESSIONAL EXPERIENCE

Six (6) Months **Eastern Girls Government Primary School**

***Classroom Assistant***

* Assisted with student control
* Supervised examinations
* Assisted with the correction of student work
* Assisted with child supervision at school outings

Three (3) Months **Ministry of Legal Affairs – Intellectual Property Office**

***Clerk Typist***

* Drafted letters of acceptance and refusal of trade marks
* Drafted miscellaneous letters to various law firms and companies
* Drafted index cards
* Record keeping
* Directed incoming calls

Six (6) Months **Ministry of Labour and Small and Micro Enterprise**

***Clerical Assistant***

* Filed correspondence
* Record keeping
* Dispatched incoming and outgoing mail
* Assisted in Arbitration Section with filing

## EDUCATION

**Morvant Laventille Secondary School**

CXC ‘O’ Levels:

* Office Procedures Grade 2
* Social Studies Grade 2
* English Grade 2
* English Literature Grade 2
* Principles of Business Grade 3
* Visual Arts Grade 3

## SKILLS

* Drawing, Communication, Typing.

**COMPUTER LITERACY**

**(Modern Business School Limited)**

* Microsoft Word, Windows, Excel
* Typing

## ACCOMPLISHMENTS

* Awarded best school based assessment for CXC Visual Arts.

## REFERENCES

Lisa Superville

Contact: 684-9678 June Goodridge

Contact: 299-0300