CLEO LEWIS

**574 DE FREITAS BLVD**

**LA HORQUETTA, ARIMA**

**Telephone: 643-3266/750-7749**

**Email:** [**cleolewis@live.com**](mailto:cleolewis@live.com)

**PERSONAL**

Date of Birth: March 27 1995

**PROFESSIONAL EXPERINCE:**

08/2014-present -**REAL TIME ACCOUNTING SERVICES LIMITED**

**DATA CLERK (PART TIME)**

* Input transaction entries to Peachtree and QuickBooks

**EDUCATION:**

06/2014-09/2009 - **BON AIR SECONDARY SCHOOL – O’LEVEL**

* Mathematics II
* Music II
* Social Studies III
* Physics III
* Chemistry III
* English A IV (Pending)

06/2014-06/2015- **AUTOMATION TECHNOLOGY COLLEGE**

Applied Mechanical, Electrical and Electronic Engineering Technician Certificate- M.E.E.E.T 1

* Fundamental of Engineer – Distinction
* Mechanical Technology – Merit
* Electronic and Electrical Application – Distinction

09/2015-Present – **SCHOOL OF BUSINESS & COMPUTER SCIENCE (SBCS)**

Matriculation to Higher National Diploma (Engineering)

* Health and Safety in Engineering
* Fundamentals of Mathematics
* Electrical and Electronics
* Fundamentals of Mechanical Systems
* Electronic Devices and Circuit Analysis
* Electrical Machines

**SKILLS:**

* Training in First Aid, CPR/AED (Active Member in Trinidad and Tobago Red Cross Society)
* Training in Music ( Practical and Theory, Clarinet)
* Arts

**COMPUTER LITERACY:**

* Hands-on experience in Microsoft Office Suite
* Hands-on experience in Peachtree and QuickBooks

**HOBBIES/INTERESTS:**

* Golf, cricket, Technical Drawing, art, relaxation

**REFERENCES:**

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