**Job Objectives**: I am a trustworthy, hardworking individual with relevant training and experience, seeking employment in your organization.

**Maritial Status:** Single

**Date of Birth:** 25th February, 1989

**Sex:**  Female

**Employment History:-**

**July 2015 to August 2015 Summer Intern**

Ministry of the Attorney General

**June 2015 – Present Customer Service Representative (Part-Time)**

DirecOne

**September 2007 to May 2015 Library Assistant I**

The Alma Jordan Library, The University of the West Indies, Technical Services.

* + - Receiving and processing material – Soliciting and processing serials on receipt. Assisting in maintaining serial records and preparing and verifying serial entries into the database.
    - On-line searching for bibliographic information – Assisting in the organization and dissemination of information resources.
    - Collection maintenance – Performing quality control checks and assisting in the development and use of print and electronic sources. Withdrawing superseded serials for gifting/disposal on the advice of the Continuing Resources Librarian. Preparing material for binding, and performing quality checks on return from Bindery.
    - Reporting – Preparing monthly reports as assigned and maintaining monthly and annual statistical data.
    - Collection development – Initial processing of all serials received and maintaining statistics.
    - Assistance to readers – Completing database searches. Answering inquiries for information and referring as necessary. Relieving at the service desks as assigned.
    - Training and overseeing of student assistants during their tenure at the library.

**July 2007 – August 2007 Intern**

National Lotteries Control Board

**July 2005 – August 2005 Guest Services Attendant**

Movie Towne

**Education:**  **2005 – 2007**  Woodbrook Government Secondary School

**2000 - 2005**  Bishop Anstey High School

**Qualifications: January 2005:-** Pursued 2 subjects at C.X.C Level

Mathematics III

Principles of Business I

**May – June 2005:- C.X.C**

English Language II

English Literature II

Mathematics III

Spanish II

French II

Biology III

Principles of Business I

History III

**May – June 2006:- CAPE**

Communication Studies (Unit 1) IV

History (Unit 1) V

Literatures in English (Unit 1) V

Sociology (Unit 1) V

**May – June 2007:- CAPE**

Caribbean Studies (Unit 1) III

History (Unit 2) IV

Literatures in English (Unit 1) IV

Literatures in English (Unit 2) IV

Sociology (Unit 1) IV

Sociology (Unit 2) III

**Interests:** Reading, computers, socializing and listening to music.

**References :-**

Jennifer Joseph, Retired Campus/University Librarian, The University of the West Indies

750-6408

Sham Narine, Library Assistant Grade 9, The University of the West Indies

682-6062

Ancil Harry, Pastor, Tranquility Methodist Church

624-3204

Kamau Osborne, Librarian II, Ministry of the Attorney General and Legal Affairs

624-7710