### ***SHAQUILLE KEVORN SHOY***

**Brazil Lome Branch TRACE, Brazil Village, Seaton’s Drive, LP3C. Home: 868-643-8767, mobile 868- 293-9886 Email:sHAQUILLEKSHOY@GMAIL.COM**

Objective: To work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities. I am seeking a position that matches my qualification and experience. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

***DATE OF BIRTH:*** *25/01/1995*

***EDUCATION:***

* *Arima Boys R.C (2000- 2007)*
* *Arima North Secondary (2007-2013)*
* *University of the Southern Caribbean (Jan. 2014 – Present)*
  + *Year 3 - B. Sc. Computing (minor Business Administrative)*

***QUALIFICATIONS:***

* *Information Technology- 1*
* *Mathematics - 2*
* *English -2*
* *Human and Social Biology -2*
* *Biology -3*
* *Physics -3*
* *Technical Drawing-3*
* *Chemistry- 3*

***Self Attributes*:**

* Dedicated, hardworking, responsible and reliable person.
* Played leadership role as a prefect during forms four and five at secondary school.

***Employment Experience:***

**Martin Anthony George and Company (Attorney-at-law)**

***Period: December 17th December 2014– July 31st 2015***

*Legal Clerk:*

* *Perform duties with creating databases.*
* *Performing administrative task such as letters, requisitions and invoices for orders.*
* *Responsible for answer telephones to update clients and also calling various courts for update on matters.*
* *Assisting lawyers and manager with anything they may need.*
* *Performing duties such as interacting with linx machine to make payment.*
* *Filing documents away when finish with clients matter.*
* *Recording sales from client payments.*
* *Filing documents in court.*
* *Serving document to law chambers and law firms.*
* *Interacting with printer, scanner, binding machine and even photocopier machines.*
* *Photocopying large bundles to file within the various courts.*
* *Troubleshooting systems and routers if any IT problem occurs in the office.*
* *Emailing scan documents to staff members.*
* *Attending banks to make deposits for the company.*
* *Courier services such as dropping letters to establishments.*
* *Sorting document for filing in court.*
* *Using the binding machine to bind core bundles and reports.*
* *Ability to understand the proceeding in Register General, Stamp Duty and the various Courts.*

**Blue Water Product Limited**

***Period: 5th October 2015- 8th April 2016***

*Tel Sell Representative/ Customer Service Representative:*

* *Contacting Customer about delivery and being able to give an update on delivery*
* *Posting Invoice by batches*
* *Preparing Orders and Invoices for Customers, Contractors and Managers*
* *Sorting and filing Invoices*
* *Assisting walk in customers with purchases*
* *Receptionist duties*
* *Assisting walk in customers with transaction such as preparing bills and collecting the payment.*
* *Taking calls from various customer concerning orders, quotes, delivery and queries with bills and delivery*
* *Ability to use Microsoft Dynamics GP*
* *Ability to use CRM*

**Trinidad and Tobago Judiciary Contract**

***Period 13th April 2016 – 31st May 2016***

*Clerical Support Officer:*

* *Interaction with counter staff and public interaction.*
* *Assisting with confirming court dates, extract completion and other legal documents*
* *Assisting with writing Witness Summons, Maintenance Order, Legal Custody and other complaints update.*
* *Booking for 3rd Court in Arima Magistrate Court such as matters of Part Heard, Private and Police Charge Cases.*
* *Assisting any other staff members if needed.*
* *Assisting the Justice of the Peace in Arima Magistrate with anything she may need.*
* *Relocated to Port Of Spain Magistrate Court.*

***SKILLS:*** *Ability to use Microsoft Office.*

* *Microsoft Word*
* *Microsoft Excel*
* *Microsoft Database*
* *Microsoft PowerPoint*

***Referees:***

* *Mr. Andrew S. Dhanoo –Research Associate/Project Coordinator (1868-380-8747)*
* *Ms. Candace Lopez–Attorney-at-Law(1868-321-2509)*