**R̀ESUM̀E**

**MARISSA BRATHWAITE Address: Maracas Bay Fishing Village**

**North Coast Road**

**Phone #: 309-7549/ 702-0881**

**Email :** [**marissabrathwaite@hotmail.com**](mailto:marissabrathwaite@hotmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVE**: To attain, retain and put into practice the knowledge and skills I have attained thus far so as to achieve personal and professional holistic development.

**PERSONAL INFORMATION**

**Date of birth:** September 26th 1993

**Marital Status:** Single

**PROFESSIONAL EXPERIENCE**

2012- 2016 **STATUTORY AUTHORITIES SERVICE COMMISSION**

***Clerical Assistant***

* typing which include Agendas and Minutes as well as Memos and Letters were only if necessary
* answering of telephones taking and relaying messages and setting up meetings if necessary
* dealing with filing
* folioing correspondence (memos and letters) into files etc
* Operate the photocopying Machine
* Operate the fax machine
* Utilized the scanning machine as well

**EDUCATION**

2015  **SCHOOL OF BUSINESS AND COMPUTER SCIENCE**

* Professional Certificate in Human Resource Management

2010-2012 **ELDERS’ CLASSES**

* CAPE/ GCE ‘A’ Levels
* Communication Studies
* Caribbean studies
* Sociology Unit 1& 2
* History Unit 1 & 2

2007-2010 **BLANCHISSEUSE SECONDARY SCHOOL**

* CSEC
* English Language
* Literature
* Social Studies
* Integrated Science
* Information Technology
* Theatre Arts

**INTEREST** I am very enthusiastic about Socializing, reading and acting.

**REFERENCES**

|  |  |
| --- | --- |
| **Mrs. Marlene Tuitt-Luke**  Clerk Stenographer IV  Statutory Authorities Service Commission  81-83 Abercromby Street Port of Spain  Phone # 1(868) 680-8418 | **Mrs. Alexandra Guerra Duncan**  LP 50 North Coast  Old Bay Road  Maracas Bay  Ministry of National Security  Checker (*Maracas Bay Maintenance Workers)*  Phone # 1 (868) 324-3261 |