**ASA PETERS-JACK**

***#3 San Carlos Road • Manuel Congo • Guanapo, Arima • Cell: 280-4936/389-5915***

***Email: Psalm121d@gmail.com***

**Objective:** To join a progressive company in a full time position and expand my knowledge and skills whereby I can be an asset to any work environment of which I am a part.

**Professional Experience:**

**2015- 2016 Arima Central Secondary School**

Position**: Office Assistant**

Responsibilities include:

* Typing, photocopying and faxing documents for the management and staff
* Update personnel management database
* Maintaining office filing system
* Answering telephone

**2014 Cipriani Collage of Labour**

Position: **Filing Assistant**

*Responsibilities include:*

* Typing, photocopying and faxing documents for the management and staff
* Update personnel management database
* Maintaining office filing system

**2014 Tiling and Laminate Installation**

*Responsibilities include:*

* Measurement of tiling floor / wall area
* Grouting
* Supervisory of installation
* General Drafting of estimation

**2013 Kendrick’s Construction Company Limited**

Position: **Tiling Installation**

*Responsibilities include:*

* General estimation
* Ordering tools and materials
* Tile installation
* Customer Service
* Supervising the general staff
* Payroll and Bank

**2010 NP Service Station Tunapuna**

Position: **Pump attendant**

*Responsibilities include:*

* Customer service
* Cashing of monies paid by customers

**Educational Background:**

**1994 – 2000 Pentecostal Institute of Learning**

Course: **Caribbean Examination Council ‘O’ Level**

Subject s Grades

Principles of Business III

Office Procedure III

Achievement: Certificate

**2000-2001 Sangre Grande Educational Institute**

Course: **Caribbean Examination Council ‘O’ Level**

Subject s Grades

English III

Achievement: Certificate

**Other Technical Studies:**

**2006 (6mths) M.U.S.T Programe**

Course; **Tiling**

**2013 - 2014 Ministry of Gender, Youth and Child Development**

Course: **Plumbing**

**Achievement: Grade A**

**Personal Interest:**

Music, Singing and Reading.

**Personal Statistics:**

Date of Birth: August 26, 1982

Nationality: Trinidadian

Civil Status: Married

Dependents: Four

**Reference:**

**Mr. Ricardo Jacobs**

Breeze Heights Mount Dore

Police Officer

749-1874

**Mr. Webster John**

#4 Jack Terrace,

Lendore Village, Chaguanas

Fire Officer

771-4393

**Mr. Anton O’Garro**

Maintenance Planner

Ansa Polymer

686-4891

Email ogarroanton@gmail.com