Steve Porther   
43A Church Street,   
La Romaine San Fernando  
[steveporther.sp@gmail.com](mailto:steveporther.sp@gmail.com) 1-868-726-9677

The Permanent Sectary

Ministry of the Attorney General and Legal Affairs  
Attention: Director, Human Resources   
Registration House  
72-74 South Quay  
Port of Spain

I am responding to the vacant position of Office Support Assistant, which was advertise on the website

**STEVE PORTHER   
43A CHURCH STREET   
LA ROMAINE** [**steveporther.sp@gmail.com**](mailto:steveporther.sp@gmail.com) **1-868-726-9677**

**OBJECTIVES:** TO LEARN AND BE THE BEST IN THE AREA OF WORK GIVEN TO ME SO I WILL BE AN ASSET IN THE COMPANY.

**EDUCATION:** UNIVERSITY OF THE WEST INDIES ST. AUGUSTINE OPEN CAMPUS (BUSINESS MANAGEMENT) September 2015 - PRESENT ST. MICHAELS COMMUNITY COLLAGE 2014 – 2015

SAN FERNANDO WEST SECONDARY 2009 – 2014

SAN FERNANDO BOYS R.C 2002 – 2009

**QUALIFICATIONS:** THEATRE ARTS GRADE 3 - CXC

PRINCIPLEES OF BUSINESS GRADE 3 – CXC

ENGLISH GRADE 3 – CXC

SOCIAL STUDIES GRADE 3 - CXC

MUSIC GRADE PASS

ENGLISH AND COMMUNICATION I GRADE – C+ UWI

MARKETING GRADE – C+ UWI

INFORMATION TECHNOLOGY GRADE- C+ UWI

BUSINESS CAN COMMERCIAL LAW GRADE – C UWI

ALISON ONLINE CERTIFICATE- INTRODUCTION TO CONTRACTS IN LAW

**ACHIEVEMENTS:** OLD TECH STEEL ORCHESTRA FOR STEEL BAND ACTIVITIES

CERTIFICATE OF MERIT 2009

CERTIFICATE OF EXCELLENCE 2010 – 2015

**ACHIEVEMENTS:** BEST INSTRUMENTAL SOLOIST

CERTIFICATE OF EXCELLENCE 2013

INSTRUMENTAL SOLOIST

CERTIFICATE OF EXCELLENCE 2012

AFRICAN DANCE

CERTIFICATE OF MERIT 2015

**ACHIEVEMENTS:** BASIC DRUM KIT TRAINING COURSE

CERTIFICATE OF PARTICIPATION 2013

**ACHIEVEMENTS:** REPUBLIC BANK UWI PAN MINORS MUSIC LITERACY SCHOLARSHIP

LEVEL ONE GRADE: MERIT

REPUBLIC BANK UWI PAN MINORS MUSIC LITERACY SCHOLARSHIP

LEVEL TWO GRADE: PASS

**ACHIEVEMENTS:** VIOLENCE PREVENTION THROUGH SOCIAL INTERACTION

CERTIFICATE OF PARTICIPATION 2012 – 2013

**ACHIEVEMENTS:** GOURMET KIDS CULINARY CLUB

CERTIFICATE OF ACHIEVEMENT 2012 – 2014

**GROUPS:** TRINIDAD AND TOBAGO POLICE YOUTH CLUB   
 TRINIDAD AND TOBAGO RED CROSS  
 OLD TECH STEEL ORCHESTRA   
 FUSION STEEL ORCHESTRA   
 PEOPLES NATIONAL MOVEMENT YOUTH LEAGUE   
 VOLUNTEER CENTER OF TRINIDAD AND TOBAGO

**REFRENCE:** MR. KUBAIR RAMPERSAD   
 TEACHER III   
 SAN FERNANDO WEST SECONDARY   
 868-657-8356

MS. JOANNE HUSAIN   
 TEACHER III  
 SAN FERNANDO WEST SECONDARY   
 868-327-0499

MR. KIERON SARGEANT  
 TEACHER III  
 PLEASANTVILL SECONDARY   
 868-339-2786