Objective

To obtain a position in an organization that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Employment History

**People Issues Interface Officer ▪** 5th January 2015 - Present

Ministry of Agriculture, Land & Fisheries

* Provide information and advice to customers on services available
* Receive issues through various mediums and providing resolutions to these issues
* Provide weekly reports on the status of issues and requests received
* Create and maintain manual of standard operating procedures

**Temporary Administrative Assistant** ▪ 18th December 2014- 2nd January 2015

Central Bank of Trinidad & Tobago

* Data Entry
* Compiling Information to send to external sources
* Typing Documents

**Continuous Assessment Component Assistant** ▪ 24th March 2014-30th November 2014

Paramin R.C. Primary School

**Continuous Assessment Component Assistant** ▪ 1st February 2013 – 19th March 2014

Boissiere R.C. Primary School

* Provide class management support to teacher
* Provide clerical and administrative support to teacher
* Perform data entry operations
* Assist students in completing CAC related tasks

**Temporary Support Officer** ▪ 12th November 2012- 31st December 2012

RBC Royal Bank Trinidad

* Data Entry
* Compiling Information to send to external sources
* Verifying information on documents

**Office Assistant ▪** September 2007 – October 2012

Medical Diagnostic Technologies & Supplies Limited

* Typing of Medical reports, letters and other documents
* Creating and maintaining a filing system
* Among other administrative duties

**Personal Assistant to Director** ▪ May 2011- September 2012

Medical Diagnostic Technologies & Supplies Limited

* Preparing PowerPoint presentations
* Entering student records on the Internet
* Setting up the overhead projector for use

Relevant Activities

* Assistant Leader 1st Paramin R.C. Cub Scout Pack
* Registered Volunteer with VCTT

Skills/Abilities

* Organizational Skills
* Multi-tasking abilities
* Typing skills
* Leadership skills

Education

**Cross Roads** ▪ Teachers Training for Life at the Cross Roads (Character Education & Life Skills) Certificate ▪ August 2015

**College of Science Technology & Applied Arts of Trinidad & Tobago (COSTAATT)**

* August 2015 - BSc Psychology
* August 2012 - AA Psychology

**INTAD** ▪ Certified Executive Assistant Certificate ▪ April 2012

**E & T Agency** ▪ Office Professional Certificate ▪ 2007 (Basic Accounting, Office Professional)

**Woodbrook Government Secondary** ▪ June 2007

* Electronic Document Preparation and Management 1(Distinction)
* English Literature 1
* English Language 2
* Human and Social Biology 2
* Principle of Accounts 2
* Mathematics 3
* History 3

References

* Available upon request