Name: Sophia Rivas

Address: #44 Manahambre Street, Princes town

Phone Number: 1(868) 334 8423

Email Address: [sophiablue1998@hotmail.com](mailto:sophiablue1998@hotmail.com)

**Objective:** A highly motivated and hardworking individual. Determined to bring an extensive, trustwordy and hardworking individual to your organization.

**Work Experience**

Clerk (Trainee) NALIS Port of Spain via MuST Program, Six months training

Library Attendant – (Contracted) NALIS Port of Spain, Six months contract

**Achievements**

* Caribbean Secondary Education Certificate (CSEC)
* Must Program (CVQ) in Office Administration
* Alison Courses - Certificate in Touch Typing training

**Education**

Secondary - ST KEVIN'S COLLEGE 2014-2015

* Mathematics III
* English I
* Social studies III
* Principles of business I
* Principles of accounts III
* Human and social Biology III

**Skill, Knowledge and Experience In:**

* Computer literacy
* Web surfing
* Communication
* Multi-tasking
* Microsoft Office
* Microsoft Office Excel
* Microsoft Office PowerPoint

**Certificates**

(CVQ) Caribbean Vocational Certificate Office Administration via MUST program

(CXC) Caribbean Secondary Education Certificate

**References**

* Available upon request