***Sarah Eldica Richards***

***#2 Booboo Trace, Warden Road, Point Fortin.***

***Sarahr@gov.tt***

**351-4613**

**OBJECTIVE:**

To make a valuable contribution to the organization in which I am seeking employment and becoming an asset to your firm

**EDUCATION:**

Cedros Composite 2002-2006

Servol Hi-Tech 2007

Servol ASTC 2007

**QUALIFICATION: *CXC O Levels General***

English 2

Social Studies 2

Spanish 2

Integrated Science 3

Principles of Business 3

***Servol Hi-Tech And Advanced Skills Center***

Computer Repairs B

Computer Networking B

Computer Literacy B

**WORKING EXPERIENCE:**

***Telecommunications Services of Trinidad and Tobago***

Jumpstart Programme Trainee -2009

***Enaamee’s Special Private School***

Teacher’s Aide – 2010

***Duties***

* Managing a Class of 8 Students Who Has Special Learning Abilities
* Teaching Them to Read And Write
* Developing Their Intellectual Abilities By Mathematical and Scientific Calculations

***Ken’s Accessories Store***

Sales Clerk -2010-2011

***Duties***

* Assisting Customers With Obtaining a Wide Variety of Cosmetics and Other Beauty Products
* Labelling And Pricing Of New Goods
* Stock Inventory

***Self Employed***

Hair Braider 2010-2016

***Duties***

* Attending Client’s Home and Providing My Service Of Braiding and Weaving

***Ministry Of Labour and Small Enterprise Development***

OJT Clerical Assistant 2015-Presently

***Duties***

* Attending to members of the Public at the front desk
* Assisting the Public with online Registration and scanning of documents
* Assisting in World of Work(W.O.W)Seminars preparations
* Assisting in the sourcing of applicants for newspaper and requested vacancies
* Performing other Secretarial and Clerical duties such as Photocopying, Typing, Answering and making calls etc.
* Updating vacancies notice board

**SPECIAL SKILLS:**

***Ministry of Gender, Youth & Child Development***

Pipe Fabrication level 1- 2011

***Ministry of Agriculture Land and Marine Resources***

Youth Apprentiship Programme in Agriculture - 2006

***Ministry of Community Development, Culture and Gender Affaires***

Introductory Level Training in Cosmetology Level 1 – 2010

Beauty Culture – 2015

Bread, Cakes and Pastries – 2015

**REFRENCES:**

***Mrs. Beverly Mc Gillvary***

Service Supervisor (Retired)

c/o Republic Bank Point Fortin

648-6730/318-3664

***Mrs. Taniya Edwards Barclay***

Supervisor

Massy Stores Point Fortin

350-4717