**Date of Birth:** 08-03-1985

**Objective:** Desirous of working in a respectable and professional environment so

so as to effectively utilize my abilities, display initiative and assume

responsibilities.

**Education: Qualitative School Of Education:** 1998 – 2003

**●** Office Procedures

● Principles of Accounts

**CXC O’ Level:** 2004

● English (A)

**Summary of**

**Attributes: ■** Strong interpersonal skills

■ Dedicated communication skills

■ Work well individually and in a team environment.

**Professional**

**History:** 1. (Multi – Sector Skills Training Programme): 2008

**Katerserv (Piarco Close to Airport)**

***Receiving Clerk***

● Preparing stock sheets

● Receiving incoming calls

● Checking for expiry dates

● Preparing Quality Control Sheets

***Administrative Assistant***

● Responding to correspondence

● Filing documents

● Procedural office electronic

2. **MillenniumFitnessCenter:** 2008 – 2009

***Receptionist***

● Data entry

● Streaming of stock documentation

3. **TSTT (Telecommunications Service of Trinidad and Tobago):**

2009 – 2010

***Assistant Tester & Dispatcher***

● Make reports on behalf of customers when their landline is down.

● Dispatch appropriate technicians to work on lines.

● Liaise with technicians via phone to ensure they are repaired.

● Contact customers to ensure they are satisfied.

● Update repair on system to certify that technicians are paid for their work.

4. **Brazil R.C. Primary School:** 2013 – 2014

***Teacher Assistant & Clerical Assistant***

● Assistant teachers with class assignments and photocopying

● Make and receive phone calls

● Prepare booklist

● Faxing correspondences

5. **Wonderful World Ltd:** 2015 – 2015

*Racker / Stockroom Attendant*

● Racking panties and bra

● Packing shelves

● Customer Service

6. **Just Cd’s and Accessories Ltd (Digicel):** 2016

***Administrative Assistant***

* Data Entry on Excel Spreadsheet
* Typing of Job Letters
* Cutting Payslips and Distributing to Staff
* Checking V Docs and Giving Fed Back to Stores
* Filing
* Photocopying and Faxing
* Adding Staff to TT Pay
* Setting up Meetings via Email
* Sending out Emails when Requested
* Creating Files for New Employees

**Skills: Youth Training and Employment Partnership Programme**

**(YTEPP):** 2007

**ArimaSeniorComprehensiveSchool**

***Secretarial and Business Service Support Service (Skills for the***

***Automated Office)***

● Keyboarding skills

● Communicate effectively

● Write functional reports

● Strategies for effective cover letter and resume writing

● How to answer interview questions properly

● Applying office procedures

● Microsoft Access (Basic)

● Microsoft Word (Basic – Intermediate)

● Microsoft Excel (Basic – Intermediate)

● Observing fundamental concepts of the use of the Personal

Computer.

**Career Enhancement**

● Numeric skills

● How you attire yourself

● Effective communication

● Proper writing techniques

**Reference:** Maria Booker

Police Officer

Tel: 733 – 6557

Nakeisha Figaro

Clerical Clerk

Tel: 276 – 1461

Clint Thomas

Supervisior

Tel: 325 - 0183