**RESUME**

**DEBORAH ANN SMALL ROGERS**

*#275 Barbara Street, Cleaver Woods, D'Abadie, Arima*

[giandeb435@gmail.com](mailto:giandeb435@gmail.com)

Career Objective and Personal Ambition:

To leave a positive and satisfactory influence on the people I come in contact   
with while performing my duties with pride, and to be a valued asset to any   
Company or Establishment to which I may work.

EDUCATION:  
1977 -1982

1984 -1985

1987 -1988

EXPERIENCE:  
1990 -1991

1998 - 2000

2000 (Temporary)

2001 (Volunteer)

St. Dominic's Convent:

CXC O'level

Office Procedure   
Art

Cipriani Labour Collage:

.:. Diploma in Co-operative Studies

Arima Senior Comprehensive School (Evening Classes)   
English

Principles of Business

World Link Holdings Co. Ltd   
Secretary

Excellent Stores

Supervisor

U &1 Design Studio Ltd

Administrative Assistant

FIFA UNDER 17 WORLD CHAMPIONSHIP

Accreditation (Problem Resolution Personnel)

2004 - 2015

COURSES:  
1992

1993

1994

1995

2002

Mac Corporation Ltd:

Accounts Data Entry Clerk   
Purchasing Officer

School of Business and Computer Science:

Certificate in Computer Literacy   
DOS and Word Perfect

Dale Carnegie Course:

Public Speaking

Ambi's Career Institute of Business and Computer Science:

A' level Typing

Teach Tech System:

Introduction to Windows

School of Practical Accounting:

Module (a) Practical Accounting

Module (b) Hands-on Apprenticeship Program   
Computerized Accounting

**DEBORAH ANN SMALL ROGERS**

**29th August, 2016**

TO WHOM IT MAY CONCERN,

I am hereby applying for a position within your organization.

I am a diligent worker with more than twenty-five (25) years' experience to offer.

I am presently employed as a part-time accounts data entry clerk / purchasing officer at More Than Maintenance Co. Ltd.

Thus, the experience I have gained increased my capability to perform in a professional   
manner, and the ability to work with minimum or no supervision.

I am confident in my ability to produce quality work. As such, should my application   
meet with your approval, I will be honored to make myself available to an interview at   
your convenience.

Please find attached, a detailed resume for your perusal.

Yours Respectfully,

Deborah Ann Small Rogers.