***Nadine Smith***

7A Rudolph Trace, Dundonald Hill,

Long Circular Rd., St. James

Contact: (868) 357-5929

Email: [nadinesmith1223@gmail.com](mailto:nadinesmith1223@gmail.com)

***Objective:***

To work in an environment where I can use my acquired skills, training and knowledge to help others.

***Summary of Attributes:***

* Communication Skills
* Management Skills
* Interpersonal Skills
* Organizational Skills
* Self-motive and Creative

***Professional History:***

R&N Insurance Services Limited April 2015-Sept 2016

Underwriter

(Trinidad)

Standard Distributors Limited July 2013-Jan. 2015

Customer Service Representative

(Trinidad)

Ministry of Education April 2013-June 2013

Supervisor CXC Exams

(Trinidad)

Self-Employed Jan. 2010-Dec. 2012

Small Business (Domestic)

(New York)

Alternative Solutions Daycare Sept. 2010-Dec. 2012

Assistant Teacher

(New York)

Parkside Donut & Coffee Shop June 2006-Sept. 2009

Manager

(New York)

Bibi's Clothing Store May 2004-Feb, 2006

Storefront Worker/Cashier

(New York)

Citi Deals Department Store June 2003-Mar. 2004

Storefront Worker

(New York)

***Education:***

University of New York

High School Equivalency Diploma April 2010

Total Test Score 2540

* Language Arts – Writing
* Language Arts – Reading
* Mathematics
* Social Studies
* Science

New York City Department of Education

* Certification of Medical Coding and Billing
* Certification of Medical Office Administration
* Fundamentals Microsoft Word & Excel
* IC3 Certification

Mucurapo Senior Comprehensive School Sept. 1998-Mar. 2000

***Professional Affiliations:***

***National Healthcareer License***

* Medical Billing and Coding
* Medical Office Administration

***Hobbies:***

Reading, Writing, Shopping, Art, Web Surfing

***References:***

Adwin Cox

NEDCO

(868) 776-2649

Keron Haywood

Maintenance, T&TEC

(868) 733-9982

Renee Francois-Haywood

CSR, Standards Distributors Ltd

(868) 305-0546