**PATRICE WILLIAMS**

**C/O Gail Louis**

**188A Laventille Extension Road**

**Morvant**

**Phone: 626-5028**

**Cell: 375-1606/744-3262**

**patricewilliams30@hotmail.com**

**DATE OF BIRTH:** 17th January, 1985

**SEX:**  Female

**MARTIAL STATUS:**  Single

**NATIONALITY:**  Trinidadian

**EDUCATION:**  1992-1997 Malick Girls’ RC School

1997-2000 Aranguez Junior Secondary School

2000-2002 South East POS Secondary School

**QUALIFICATIONS:** CXC (General) Grades

English III

Social Studies III

Principle of Business III

Electronic Document Preparation III

and Management

**OTHER INFORMATION:**

***Certificates:-***

May 2003 -Desktop Publishing/Graphics Designs

St Augustine Community College

September 2004 -Microsoft Excel

DeltaSoft Computer Training

April 2003 -PC Maintenance and Upgrade

The University of the West Indies

St Augustine

April 2005 -Customer Service Management

Institude of Training and Development (INTAD)

October 2009 -Introduction to Court Processes (Paralegal Course)

Trinidad and Tobago Judicial Education Institute The Council of Legal Education Hugh Wooding Law School

May 2010 -Child Psychology

The University of the West Indies

Open Campus

Presently-Associate Degree in Psychology

College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

***WORK EXPERIENCE:***

**October 2002 – April 2003** Ministry of Public Utilities and the Environment

# 16-18 Sackville St. POS

Ph: 623-4853

Position: - **Data Entry Clerk/ Clerical Assistant**

OJT 6 Months Programme

Duties: - - Acquire files when requested

-Answering telephone/sending fax

-Typing memorandums

-Note taking in meetings

-Filing and folioing --Sorting mails/documents

**July 2003 – March 2005** Par-May-Las’ Inn/ Sundeck Suites

#53 & #42-46 Picton St. POS

Ph: 628-2008

Position: - **Front Desk Clerk/Kitchen Assistant/ Housekeeping**

Duties: --Answering telephone/sending fax

-Scheduling bookings

-Operating PBX

-Assist in preparing breakfast and lunch

- Assist in the cleaning and tiding rooms

-Training and supervising new staff

**March 2005 – July 2006** The Royal Palm Suite Hotel

#7 Saddle Rd. Maraval

Ph: 628-5086/9

Position: - **Front Desk Clerk/ Night Auditor**

Duties: - -Operating PBX

-Sending fax

-Making and taking reservations

-Supervising Maintenance and Housekeeping staff

-Assigning duties to staff/training new employees

-Buying and selling different currencies

-Doing linx/credit card transactions

-Night Auditing of all monetary transactions done for the day

**July 2006 -December 2006** Ministry of Agriculture Land and Marine Resources

St. Clair Circle St. Clair

Ph: 622-7894

Position: - **Clerical Assistant (IT Unit)**

OJT 6 Months Programme

Duties: - -Answering phone/sending fax

-Scheduling meetings and appointments

- Creating and managing Database

-Creating Excel Worksheets

-Preparing graphs and spreadsheets for meetings

-Creating worksheet commands

-Data Management

- Creating PowerPoint presentations

-Typing Memos

-Emailing projects to Head of Sections

-Assisting with purchasing of IT equipments

-Doing stock and purchasing Invoices

**October 2007- January 2009**  Judiciary of Trinidad and Tobago

Records Management Unit- Hall of Justice

Position: - **Female Daily Paid Officer**

Duties: - -Performed duties in Civil, Probate, Matrimonial and

Criminal Vault

-Acquire files when requested

-Ensure that files are kept in chronological order so

as to insure ease in locating

-Attaching of legal documents on respective files

**March 2009- May 2009** Judiciary of Trinidad and Tobago

Records Management Unit-San Fernando Supreme Court

Position: - **Female Daily Paid Officer**

Duties: - -Performed duties in Civil and Matrimonial Vault

-Acquire files when requested

-Ensure that files are kept in chronological order so

as to insure ease in locating

-Attaching of legal documents on respective files

**June 2009 – July 2009**  Judiciary of Trinidad and Tobago

Human Resource Section- Hall of Justice

**Female Daily Paid Officer**

-Answering phone/sending fax

-Delivering mails to different sections

-Acquire files when requested

-Ensure that files are kept in chronological order so

as to insure ease in locating

**August 2009- March 2016** Judiciary of Trinidad and Tobago

Office Copies Section- Hall of Justice

**Female Daily Paid Officer**

-Answering phone/sending fax

-Acquire files when requested from vault and other

Sections

-Typing Matrimonial and Civil documents

-Assisting the public on the counter

-Print documents that are saved and imaged on JEMS

-Make notes and put in forms on JEMS

-Photo documents and files requested by the public

**March 2015 – Present** – Ministry of National Security

(Trinidad and Tobago Police Service

**Clerk Typist I**

-Answering phone/sending fax

-Acquiring files from different location

-Typist of documents

-Photo documents and correspondences

-dispatching and logging of correspondences

-Assist in Promotion of officers

- Enter officers Performance Appraisals in Excel

-Attend to officers with PMAS questions.

**REFRENCE:** Odessa John Greenidge(Clerk Typist II) AG

Judidcary of Trinidad and Tobago

Hall of Justice

223-1060 ext 2400

Manshab Ali (Ag. Trade Officer II)

Contact# 305-7333