###### **Carla ray-ann roberts**

# 206 Warden Road Extension

Point Fortin.

Phone: (868) 359-7557

Email: carlaroberts03@gmail.com

OBJECTIVE: To successfully apply myself to work in order to become more responsible and independent in my own life, while achieving the Company’s goals.

DATE OF BIRTH: 22nd August 1985

EMPLOYMENT

**2007 till**  Clerk II, Petrotrin

*Medical Department, Pump Shop, Machine Shop, Facilities Management, Contracts Dept, Land Management, Production Dept, Workover Dept, Finance Dept.*

* Filing
* Incoming and Outgoing Correspondence
* Record Keeping
* Photocopying, Faxing and Typing Letters
* Faxing
* Doing reports
* Answering and Transferring Calls
* Scheduling appointments
* Clerical support to Doctors and Nurses
* Collecting payments via Linx Machine
* Organising small functions
* Data Entry via Microsoft Office, SAP and WIS
* Ordering Stationery and other necessities
* Timekeeping
* Dealing with complaints

1. Secretary, Ferndean’s Place Children’s Home, Point Fortin

* Assisting with daily functions with the home.

**2005** Customer Service Representative, Courts (Trinidad) Limited

* Operating with a team to achieve the majority of sales.

**2004-2005** Telesales Operator, Olan Mills Portrait Studio, United Kingdom

* Working with a team to achieve target sales

**2004**  Distributor, Kleeneze, United Kingdom

* Distributing catalogues
* Delivering goods
* Balancing daily sales

**2003** Bank Care Assistant, Castletroy Residential Home, United Kingdom

* Providing personal care to residents

1. Clerical Assistant, Territorial Army at 100 Regiment, United

Kingdom

* Filing
* Sorting Mail
* Record Keeping
* Typing Letters
* Faxing
* Answering and Transferring Calls

EDUCATION

**2015** U.W.I Open Campus Point Fortin

Associate Degree in Administrative Professional Office Management

**2005** NESC

Computer Literacy

* Attained Pass

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

* Advanced Level

**1997 – 2002** Holy Faith Convent Penal

#### CXC Level

* English Language (General) - One
* Mathematics (General) - One
* History (General) - Two
* Geography (General) - Two
* French (General) - Two
* Spanish (General) - Two
* Agricultural Science (General) - Two
* Information Technology (General) - Four

**1996 – 1997** Vance River R.C School Guapo

#### Common Entrance Level

* Attained Pass

**1993 - 1996** San Fernando Girls’ Anglican School San Fernando

**1990 - 1993** Waterman’s Preparatory School San Fernando

INERESTS AND ACTIVITIES

Reading, Computers, interacting with people, running, dancing, playing sports, learning new things.

REFERENCES

Sandra Elcock - Stanisclaus

#22 Kern Street, Vance River Village, Guapo.

Tel: 658-4200 ext 4709, 747-8938

Everard Davidson

Main Road, Point Fortin

Tel: 648-0680, 761-7865