Allison Prince

#9 Winston Campbell Street, Fyzabad, Trinidad and Tobago| 1-868-723-4996 | ally100@outlook.com

# Objective

To enhance productivity and creativity in my work environment.

# Education

## Degree | Currently Pursuing | university of the southern caribbean

* Major: Bs. Biology

## caribbean examinations council (CXC) O’Levels | 1997-1998 / 2004-2006

* Mathematics Grade II
* English A Grade III
* Geography Grade II
* Office Procedures Grade I
* Caribbean History Grade II
* Principles of Business Grade II
* Spanish Grade II

## general certificate of education 2004-2006

* Biology Grade B
* Chemistry Grade C

# Skills/Courses completed

## COMPUTER LITERACY

## TYPING

## Micro Entrepreneurship

## real estate

## animal science

## Nail Technology

## Facialist

## repechage master’s class

## introduction to cosmetology

# Experience

## adminsitrative assistant / lecturer | aesthetics and beauty academy ltd | january 2016- august 2016

* Office duties and responsibilities, Answering calls, Reception Duties, Spa Duties, Lecturing Aesthetics Students

## esthetician | self-employed | 2013-2015

* Provide Facial and Body Treatments.

## PART TIME SALES CLERK/CASHIER| ST. JOSEPH PHARMACY | 2015

## TEMPORTY PURCHASER/OFFICE ASSISTANT| D.F MARKETING | SEPT 2013- MAY 2015

* Peachtree Applications for Sales, Cashing, Inventory, Processing of Orders, Dispatch/Receiving of items, Preparations of quotes, Payables, and Receivable. Office Duties etc.

## ESTHETICIAN/ADMINISTRATIVE ASSISTANT| CRYSANDE’S SPA | APRIL 2012- JULY 2013

* Assist with Administrative Duties including Reception, Cashing, Receiving calls, Booking appointments, Preparation of Payroll, Esthetician’s Duties

## CLERK I/AG. CLERK II| MINISTRY OF WORKS AND TRANSPORT| 2002- 2012

* Accounts Department – Salary Department: Computerised and Manual Payroll preparations – over 200 staff, both monthly and periodically paid. NIS clerk, Preparation of TD4s, Reconciliation.
* Human Resource Department – Administrative duties, Filing, Preparation of Correspondence including contracts for employees, Calculations of Sick Leaves and Vacation, Receiving and sorting mails, Faxing, Copying etc.
* Licensing Division- Processing documents for driving permits, Cash Book, Bank Clerk, Human Resource Department.

# Other Interests

# Traveling, Languages, Environmental and Wildlife Conservation

# References:

* ParbatieRamkissoon, Accountant, Ministry of Works, 1-868-776-8042
* Gerald Collins, Civil Engineer II, Ministry of Works, 1-868-761-7909