Andwela Robinson

#35 Plaisance, Ariapita Road

St. Ann’s

Port of Spain

1-868- 719 3470

//

1-868—719-3470

#35 Plaisance, Ariapita Road

St. Anns

1-868-623-6733

1-868-492-3197

**OBJECTIVE:**

To utilise all my knowledge, experience, skills and work diligently so as to bring measurable value to any organisation and ensure that I will be a beneficial part of the growth, development and success to your organisation.

**EDUCATIONAL BACKGROUND**

2015-present College of Science Technology and Applied Arts of Trinidad and Tobago

Pursuing studies for Bachelor of Science Degree in Marketing.

2004-2009 College of Science Technology and Applied Arts of

Trinidad and Tobago

Associate in Applied Science Degree in Marketing

1998-2002 El Dorado Senior Comprehensive

7 CXC Examinations Passes in English A, English B, Mathematics, Caribbean History,

Principles of Business, Social Studies, Spanish

**Interests:**

Writing Poetry, Reading, Travelling and Writing and Listening to Music

**WORK EXPERIENCE:**

**GMESH Ltd**  2012 - Present

**#7 White Street,**

**Woodbrook**

Medical Secretary/Executive Assistant to Medical Consultant with practice in Occupational Health and Safety Consulting and Testing

Performing the full range of Administrative support functions as well as conducting several preliminary diagnostic medical tests:

* Accurate Record keeping
* Inventory management
* Scheduling executive appointments
* Management of executive emails
* Liaising with external entities for smooth flow of appointments and delivery of reports

**B.D. Hewitt and Company** January 2010 – April 2012

**#76 Abercromby Street, P.O.S**

Legal Secretary

* Filing
* Data Entry
* Receipt and Dispatch Mail
* Drafting legal documents
* Collecting Payments
* Deposits and Withdrawals
* Registering Deeds
* Stamp duty

**Ministry of Science Technology and** January 2007 – January 2009.

**Tertiary Education**

**Cor. Patna and Agra Street**

**St. James**

On Job Training

* General Administrative Duties
* General Filing
* Data Entry
* Customer Service
* Generating Documents
* Editing
* Use of Microsoft Office programmes

**REFERENCES:**

Mrs. Kathleen George-Marcelle

Judge

Industrial Court

St. Vincent Street, P.O.S

1-868-623-1304 ext 8

Mr. Louis Frederick

Retired General Manager

Airports Authority of Trinidad and Tobago

868-684-4373