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Onika Carrington

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| OBJECTIVES | TO ADAPT EASILY AND SHOW INITIATIVE IN THE FACE OF NEW AND CHALLENGING SITUATIONS.. |
| PERSONAL DATA | DATE-OF BIRTH 1981/02/19 |
| EDUCATION | 1997-1998 SIXTH FORM GOVERNMENT |
|  | 1992-1997 SUCCESS/ LAVENTILLE COMPOSITE  1992-1985 GLOSTER LODGE MORVIAN PRIMARY |
| PASSES OBTAINED | **CXC. O’ LEVELS EXAMINATIONS**  CARIBBEAN HISTORY  ENGLISH (A)  ENGLISH(B)  PRINCIPLES OF BUSINESS  SPANISH  **A’ LEVELS EXAMINATIONS**  CARIBBEAN HISTORY  SPANISH  SOCIOLOGY  GENERAL PAPER  IHRIS CERTIFY TRAINER CERTIFICATE |
| WORK EXPERIENCE | * 1. MAC DONALDS RESTAURANT   **CUSTOMER SERVICE**  **REPRESENTATIVE**   * CASHING * STOCK CONTROL * PREPARTION OF DRINKS * SERVICING WALK IN CUSTOMERS   2001-2001 TRI-ISLAND INTERNATIONAL  WHOLESALERS  **ADMINISTRATIVE** **OFFICER**   * SUPERVISING OF EMPLOYEES * STOCK AND CASH CONTROL * ACCOUNTS AND BOOKEEPING       2001DEC-FEB2002 PRESTIGE AUTOMOTIVE  **MARKETING**  **REPRESENTATIVES**   * AUCTIONING OF VEHICLES * CAR SALES   11MAR.02-24 AUG 04 SERVICE COMMISSIONS DEPT  (PROJECT IHRIS)  **DATA RETRIEVER**   * LAISING WITH HUMAN RESOURCE   PERSONNEL OF MINISTRIES,   * CAPTURING DATA FROM FILES   PUBLIC OFFICERS,   * ACCESSING THE ACCOUNTS * SUBMITTING DATA REPORTS   **POST PRODUCTION**  /**DATA ENTRY CLERK**   * ENTERING INFORMATION IN DATABASE * RUNNING QUERIES AND REPORTS * CORRECTION OF HISTORY IN PUBLIC   OFFICER JOB/ PERSONNEL FILES,   * HAND-HOLDING (TRAINING) OF PUBLIC   OFFICERS  28 NOV.04-29 APR. 05 MINISTRY OF EDUCATION  **DATA CAPTURE CLERK**   * MAINTAIN ACCUCRACY ON EMPLOYEES   ZERO ( 0 ) AND ONE (1 ) RECORD   * TRAIN SENIOR HUMAN RESOURCE   PERSONNEL TO MANAGE DATABASE,   * UPGRADE PAYROLL SYSTEM * UPDATE IHRIS DATABASE   2 MAY 2005- August 31,2007 OFFICE OF THE PARLIAMENT  **IHRIS DATA TRANSACTION**  **CLERK**   * TO OFFER TRAINING TO BOTH HUMAN RESOURCE MANAGEMENT PERSONNEL AND PUBLIC OFFICERS ON IHRIS MODULES * TO ASSIST FINANCIAL MANAGEMENT AND ADMINISTRATIVE UNITS IN THE INPUT OF AND ACCESSING OF DATA FOR PAYROLL * TO LAISE WITH HR FROM OTHER MINISTRIES * TO MANAGE AND OPERATE PARLIAMENT AND IHRIS DATABASES * TO ASSIST WITH PARLIAMENTARY AND HUMAN RESOURCE EVENTS/FUNCTIONS AS REQUIRED * TO UPDATE AND CREATE NEW FOLDERS IN HRM * TO COLLECT AND GENERATE REPORTS FOR HR FROM BOTH IHRIS AND PARLIAMENT DATABASES * TO MAINTAIN ACCURACY AND CURRENCY OF DATA ON IHRIS AND PARLIAMENT HRM * TO ASSIST IN THE DESIGN OF THE PARLIAMENTARY HRM AND ADMINISTRATIVE DATABASES   1 Sept. 2007 to 31 Oct.2013 **POLICE ADMINISTRATION**  MINISTRY OF NATIONAL SECURITY  IHRIS DATA TRANSACTION  CLERK     * TO MAINTAIN ACCURACY AND   CURRENCY OF DATA ON IHRIS   * TO CHECK AND VERIFY WORK OF OTHER IHRIS STAFF * ASSIST IN POLICE RELATED AND HUMAN RESOURCE EVENTS/FUNCTIONS AS REQUIRED |
|  | 1 Nov.2013 to Present **MINISTRY OF NATIONAL DIVERSITY**  **AND SOCIAL INTEGRATION**  **BUISNESS OPERATIONS**  **ASSISTANT I**   * TO MAINTAIN ACCURACY AND   CURRENCY OF DATA ON IHRIS   * DEALS WITH TRAINING FOR MEMBERS OF STAFF TO ENSURE STAFF ARE TRAINED IN AVARIED ASPECTS THAT WILL ENHANCE THE MINISTRY * PREPARES TIME SHEET MAINTAIN THE ATTENDANCE REGISTER * UNDERTAKES BASIC INFORMATION GATHERING,AS DIRECTED ,AND COMPLIESA DATA FOR ENTRY;ENTERS AND /OR VERIFIES DATA * ATTENDS TO QUERIES AND ASCERTAINS THE BUSINESS OF CALLERS AND VISITORS AND GUIDES THEM ACCORDINGLY * GENERATES A WIDE VARIETY OF DOCUMENTS SUCH AS LETTERS,MEMORANDA,MINUTES,REPORTS, AND SPREADSHEETSS UTILIZING APPROPRIATE SOFTWARE * CALCULATE LEAVE SUCH AS VACATION LEAVE FOR BOTH CONTRACT AND PUBLIC SERVANTS * CLASSIFY EXTENDED SICK LEAVE FOR BOTH DAILY AND MONTHLY PAID OFFICERS * ASSIST IN PEFROMANCE APPRAISAL REPORTS MAKING SURE OFFICERS INCREMENTS ARE UP TO DATE * PERFORMS OTHER RELATED DUTIES AS ASSIGNED |

REFERENCES

**Maria Joseph**

Director of Human Resource Services

Police Administration

Tel. 792-1156

**Sandra Abraham**

Administrative Manager

Ministry of Community Development

Culture and the Arts (Diversity Division)

Tel 715-2099