**N A O M I R. M A R C A N O**

**Address**: #24 fifth street, Mt. Lambert

**Contact**: 1-868-465-4631/1-868-378-1987

**Email**: naomimarcano123@gmail.com

**DATE OF BIRTH:** October 30th, 1996

**MARITIAL STATUS:** Single

**PROFILE:** An enthusiastic and hardworking Caribbean Union College graduate, who is self-motivated and seeking a position in your Company. Able to work on own initiative or as part of a team and can deal with administrative duties competently. Driven to excel at all times and to ensure targets are achieved.

**CAREER OBJECTIVES:** To function as a Professional in a challenging environment that offers an opportunity to develop skills and expertise necessary for the pursuit of this objective.

**PROFESSIONAL EXPERIENCE:**

**September 2015 – Present:-** On the Job Trainee (OJT), **Clerk 1** at County Medical Office of Health, St. George Central.

**January 2012 – December 2014**:- BT Express, **Secretary/ Accounting Assistant**

* Daily stock-taking activity for all procurement of goods.
* General Book-keeping and balance sheet calculation.

**June 2013 to August 2013:-** Sangre Grande Regional Cooperation***, Clerical Assistant***

* Record information whether complaints, queries, sign up or other requests.
* Transfer information from the registry book to documented folders and final transfer to computer database.
* Issue proposal, letters, memos and other official documents for the members of staff.
* Answer calls, take information if necessary and transfer calls.

**EDUCATION**

**September 2008 – June 2013**:- **Caribbean Union College Secondary School**

**June 2013:** *Caribbean Examinations Council* **(CXC)**

English – Language

English – Literature

Mathematics

History

Biology

Social Studies

Spanish

**September 2013 – June 2015**: **NorthEastern College Secondary School**

**Unit 1:** *Caribbean Advance Proficiency Examination* **(CAPE)**

Caribbean Studies

Sociology

Literature in English

* **Unit 2:**

Sociology

Lit. In English

Communications

**Caribbean Union College Secondary School**

Degree of Associate in Humanities

Degree of Associate in Sociology

**Diploma in:-**

Caribbean Studies Communication Studies

History Sociology

Literature

**ACHIEVEMENTS: Certificate In:-**

Culinary Arts (2008)

Sewing (2004, 2016)

**COMPUTER LITERACY**

Microsoft Word,

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Adobe Acrobat

Photoshop.

**FORMER RESPONSIBILITIES**

Debate Club Captain, **2014**

School Prefect, **2014**

History Club Accountant, **2014**

**REFERENCES:**

**Mr. Reginald Crichlow**

Tel contact: 1-868-799-4583/ 1-868-355-5243 Email: [reginaldcrichlow@gmail.com](mailto:reginaldcrichlow@gmail.com)

**General Secretary**, *TT Post Board of Directors*

**Mr. Gladwyn Dolabaille**

Tel contact: 1-868-678-7617 Email: [dollars64@hotmail.com](mailto:dollars64@hotmail.com)

**Insurance Agent**, *Guardian Life*

**Ms. Elisabeth Maingot**

Telephone: 638-0085, 706-2886

**Manager** of *BT Express*