**SUMMARY OF SKILLS**: A young energetic, self-motivated individual who takes immense pride in my work. Adapt easily to new environments by being a quick learner with a continuous desire for personal growth. Works well either independently or in a team. Strives to be the best that I can be with a willing attitude to always go the extra mile.

**ACADAMIC QUALIFICATIONS**

**2003 – 2009 Anstey Memorial Primary School**

**2009 – 2014 Ste. Madeleine Secondary School**

**C.X.C (‘0’ LEVELS)** English

Physics

Chemistry

Social Studies

Mathematics

**WORK EXPERIENCE**

**November 2014 – March 2016 Clerical Assistant**

*Industrial Court San- Fernando*

**Roles and Responsibilities**

* Conduct relevant circulation desk duties such as checking in and out library materials.
* Attending to patrons with queries and conduct other reference research for clients
* Entering of Industrial Court Judgments on the database MINISIS (ILS)
* Assist in indexing pertinent newspaper articles relating to industrial action, industrial accidents, OSHA, OSH Act working conditions, Labour Laws and Regulations.
* Collate and present displays on various events.

**INTERESTS**

* Reading and Cooking
* Singing and Dancing

**REFERENCES:**

Lisette Chablal-Edmund

Assistant Librarian II

Industrial Court San Fernando

481-7247 (m)

Candice Byron

Nursing Assistant