‍‍**Earliesah Edwards**

Point Pleasant Park, Bain Quarry, Port-of-Spain | C: 463-5994 | earliesa@gmail.com

ACCOMPLISHMENTS

* Assisted in the installation of a new outflow pipe line at Blue Waters Products Limited.
* Assisted in leading a small group assigned the task of researching and sizing an appropriate pump on behalf of Angostura Limited to correct performance problems (UTT Final year project), able to assign tasks based on able to assign tasks based on peer strengths of research ability, mathematical ability and understanding of process principles.
* Responsibilities as a sales clerk included arranging/organizing of stock-taking and recording/tracking sales

PROFESSIONAL SUMMARY

To build a career in this company that will offers challenges and development with opportunities to increase my knowledge and skills and focused on increasing production, minimizing equipment downtime and costs and maximizing overall plant efficiency.

SKILLS

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| --- | --- |
| * In-depth OSHA knowledge | * Interpersonal Skills |
| * Exceptional organization Skills | * Microsoft application Skills |
| * Troubleshoot malfunctioning machines | * Extremely quick learner |
| * Perform any other related duties requested duties requested by the manager | * Perform routine quality checks as per the company’s quality management system procedures |

WORK HISTORY

Quality Assurance/Production Technician, 08/2013 to 02/2016

**Blue Waters Products Limited-**Trincity

* Provide skilled support within the manufacturing environment.
* Inspect finished products for quality and adherence to customer specifications.
* Adjust equipment to ensure quality production utilizing calipers, micrometers and height gauges.
* Offer knowledge of production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of goods.
* Set up and perform test activities.
* Monitor gauges, dials and various indicators to ensure machines are working properly.
* Troubleshooting equipments.

**Sale Clerk,** 09/2006 to 03/2011

**Clothing and footwear Store**-#54 Henry Street Port-of Spain

* Responded to all customer inquiries thoroughly and professionally.
* Documented all customer inquiries and comments thoroughly and quickly.
* Managing store occasionally.

**Primary School Teacher-** 01/2006 to 08/2006

**Rose Hill R.C Primary School** – Picton, Laventille

* Supported two classroom teachers in implementing a developmentally curriculum for a group of infant student.

**Filing Clerk-** 06/2004 to 09/2004

**Optik Technologies-** Port-of-Spain

* Examined, categorized and sorted incoming documents.
* Maintained physical and computer-based filing systems.
* Located missing file materials.
* Created reports, correspondence and spreadsheet with Microsoft Office programs.
* Upheld confidentiality of all information.

EDUCATION

**National Engineering Technician, Diploma:** Chemical Engineering, 2012

**University of Trinidad and Tobago**- Point Lisa, Couva.

**Certificate in Pre-University Programme (PUP):** Chemistry, Computer Literacy, Life Skills, Mathematics, Physics, ConversationalSpanish.

**University of Trinidad and Tobago-** Point Lisa, Couva.

**Caribbean Examination Council (CXC)-** Mathematics, English A, Social Studies, Chemistry, English B, Type writing, Biology, Principle of Accounts

AFFILATION

* Member of the Society of Petroleum Engineers (SPE)
* Member of the Geological Society of Trinidad and Tobago
* Member of the Voluntary Board of the University of Trinidad and Tobago

PUBLICATION

* Volunteered at Laventille Boys Government Primary School as a Teacher.
* Volunteered as a filing clerk at Attorney- at -Law office on weekends

REFERNCES

Available upon Request