**KARIN DE PEZA-RODRIGUEZ**

**PERSONAL**

ADDRESS: #37 Rosetta Drive, Dumfries Road, Rambert Village, San Fernando

DATE OF BIRTH: 16th May 1975

MARITAL STATUS: Divorced

CONTACT#: 725-9548

CAREER

OBJECTIVE: To gain long-term employment and to achieve my highest potential in

my chosen career

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**EDUCATION & QUALIFICATIONS**

**P & R Learning Centre**

*September 2016 – to present* ***ABE Diploma Business Communication***

***ABE Diploma Business Management***

**Omardeen School of Accountancy Ltd**

*January – April 2014* **Peachtree**

**Seminars Unlimited**

*1st May 2010*  **Essential Telephone Skills for Frontline Staff**

**Institute of Tertiary Tutors**

*July – August 2004*  **Business Communication**

*Communication Continuum*

*Characteristics of Effective Communication*

*Types of Business Communication*

*Writing Process*

*Grammar and Usage*

*Non-Verbal Communication*

*Telephone, Cell Phone, Email and Fax Guidelines*

*Practicum-Oral and Written Presentations*

*Feedback and Evaluation*

**Institute of Tertiary Tutors**

*February 2001* **Microsoft Word Certified**

Microsoft Word

Microsoft Excel

Microsoft Power Point / Internet

**P & R Learning Centre**

*1989 – 1999* **Journalism Certificate**

**Youth Training &**

**Employment Partnership**

**Programme**

*January 1997 – July 1997* **Typist Certificate**

**St. Kevin’s College**

*1991- 1992(Private)* **CXC (General Proficiency)**

English Language I

Mathematics II

Biology II

Physics III

Chemistry III

**WORK EXPERIENCE**

**Surgi-Med Clinic**

Cor. Chacon & Penitence Sts, San Fernando

*July 2007-Present* **Medical Typist / Human Resource Assistant**

Duties: Typing: Computed Tomograph Reports, Ultrasound Reports, X-ray Reports, Medical Reports – Orthopaedic, Urology, Cardiology, etc.

Typing confidential correspondence, Processing applications for Healthcare licenses, Liaising with relevant company representatives, Processing work-permits for non-national employees, ordering supplies from international companies.

**Cross Crossing Medical Centre**

Coconut Drive, Cross Crossing, San Fernando

*July 2001- February 2007* Medical Typist / Receptionist

Duties: **Typing**: Echocardiogram / Electrocardiogram / Stress Electrocardiogram Reports.

**Medical Reports**, Medical Presentations on Power Point, Ordering/receiving/stock taking/dispensing and checking **Pharmaceuticals**. **Front Desk Personnel**.

**TRU VALU SUPERMARKET**

Gulf City Complex

*December 1999-*

*May 2000* Cashier

**Southern Sports and Culture Foundation**

Southern Main Road, La Romaine

*July 1997- December 1999* Office Assistant / Public Relations Officer

**REFERENCES**

**Mrs. Acklima Mohammed Omar**

Administration

Cross Crossing Medical Centre

Tel: 652-4411/4412

**Dr. K. Ramcharan.**

Consultant Physician

Surgi-Med Clinic

**Mr. Stephen Persad**

Radiology Manager

Surgi-Med Clinic

Cell#: 689-1417