**MELISSA FIGARO**

#56 BYNOE TRACE EXTENSION,

ENTERPRISE STREET,

LONGDENVILLE, CHAGUANAS

777-6649

[melissafigaro5@gmail.com](mailto:melissafigaro5@gmail.com)

**PERSONAL**

      Date of Birth: December 11, 1997

      Marital Status: Single

**CAREER OBJECTIVE:**

To pursue a worthwhile and challenging career that utilize my skills and abilities in my area of competence an enriches my knowledge, and gives me a chance to be part of a dynamic team that contributes towards the growth of the organization an towards the sustainable development of the country, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

**WORK EXPERIENCE**

Institute of Business (MuST Training Programme)

August 2016- January 2017

**Office Clerk**

* Prepare routine correspondence, sorting and filing of records, documents, mail and other material.
* Assist with attendance, absence and tardy tracking; enter information into a proprietary student information system; generate lists, rosters and reports as needed.
* Answer phones, greet and direct visitors, take and relay messages; provide routine information to students, parents or guardians.
* Operate a variety of contemporary office equipment.
* Inventory, order and distribute office and classroom supplies as needed.
* Assist in supervising students sent to the office for disciplinary or other reasons.
* Use a computer and proprietary or mass market software programs like MS Office to enter, retrieve or archive data.

**EDUCATION**

August 2016 – January 2017 Multi Sector Skills Training Programme (MUST)

**Caribbean Vocational Qualification (CVQ) in General Office Administration (Office Clerk**)

Level 1

2011-2015                         Chaguanas South Secondary

CXC

* + - * + Principle of Business                          G2
        + Integrated Science                              G2
        + Social Studies                                     G3
        + English Language                               G3

**LONGDENVILLE GOVERNMENT PRIMARY**

2004-2010

* S.E.A

**ACCOMPLISHMENTS**

CVQ Cosmetology

September 2015- March 2016

Civillian Conservation Corps

**REFERENCE**

Nerissa Karim Seema Ragbir Ramdial

Technology Instructor 1 Managing Director

349 2087 374 5990