**RESUME**

**MRS. DEBORAH MC QUEEN**

**#1 FINDHORN ROAD, COCOYEA**

**Phone No: 774-3025 (c) 625-5268 (Work)**

**OBJECTIVE**

To contribute Professionally in a Dynamic Organization where not only the duties assigned compliments my Qualifications but the atmosphere is one which provides opportunities for Career Growth and Development.

**DATE OF BIRTH - 5TH August, 1960**

**MARITAL STATUS : SINGLE**

**SCHOOLS ATTENDED**

**Longdenville Presbyterian School – 1965 - 1974**

**San Fernando Girls Government School 1974 - 1975 – School Leaving Certificate**

**St. Michael’s Secretarial College: 1975 - 1979**

* **Certificate in Pitman’s Shorthand – 80 w.p.m.**
* **Certificate in Pitman’s Typewriting - 1.20 w.p.m. (Advanced)**
* **Certificate in English - Advance Level**
* **Knowledge of Book-keeping**
* **General Office Practices**

**St. Mary’s College – Certificate in Administrative Assistant Course (2007)**

**(Certified Administrative Assistant)**

**Personalized Computers Ltd – Certificate in Microsoft Office**

**UWI School of Continuing Studies - Certificate Computer Literacy - A+**

**Completed Supervisory Skills Training Program - July 17- 18 2003**

**JOB EXPERIENCE:**

* **Crescent Motor Supplies – Clerk Typist 1976-1980**
* **Atma’s Trading – Store Supervisor 1980- 1990**
* **Steel Workers Union – Relief Administrative Assistant [Temporary ] 1991 - 1995**
* **Yattin’s Label Company – Royal Road, San Fernando – Secretary 1995-2000**
* **Lasersave Computer Services – Administrative Assistant - 2000-2002**
* **Public Services Association of Trinidad and Tobago- Certified Senior Executive Secretary /Assistant 2004 – to present.**
* **Over 35 years experience relevant combination of skills and experience**

**ADDITIONAL SKILLS:**

* **Ability to work in a fast pace environment**
* **Ability to multi-task**
* **Ability to be Confidential in a Corporate environment or otherwise**
* **Computer Proficient**
* **Communicative and Organizational Skills and good interpersonal skills**

**Interests & Activities:**

* **My basic interests is to make myself move forward and continue progressing in my career. My activities include dancing, socializing, reading, listening to music and surfing the internet for the purpose of research.**
* **I am a Board Member and also the Secretary Treasurer at my Church Crown of Glory and participate in all areas of church activities**