**RISHA CALDERON**

**OBJECTIVE**

To obtain a position within your organization and to strive for upward mobility while offering the highest level of productivity and excellent customer service to all its customers.

**EXPERIENCE**

2015                          Carl Company Limited                                        Coalmine Road, Sangre Grande

        SECRETARY

* Monthly Payroll
* Interacting with all Customers via telephone or in person
* Handling Employee/Customer complaints
* Bookkeeping

2011 - 2012               Scotiabank of Trinidad and Tobago Ltd               Park & Pembroke St. / Arima

        BANK TELLER

* Interacting with all frontline customers
* Performing all Teller related duties: withdrawals, deposits, transfers, foreign and local drafts etc.
* Cross selling the banks products and services to customers

2007 - 2010               First Citizens Bank Limited                                   Taurus Services Ltd., Curepe

         CLERK TYPIST

* Performing secretarial duties for my designated team
* Preparing and submitting monthly reports on the team's performance
* Sharing the responsibility of relief telephone operator duties when necessary

2006 - 2007               First Citizens Bank Limited                                   Independence Square, P.O.S

         TEMPORARY TELEPHONE OPERATOR

* Answering and redirecting all calls coming into the branch.

**EDUCATION**

2002 - 2004               Arima Senior Comprehensive School                     Arima

          CAMBRIDGE ADVANCED LEVEL EXAMINATIONS

* General Paper - Grade ( c )
* English Literature - Grade E

**EDUCATION (continued)**

1996 - 2002               Holy Name Convent                                            Port - of - Spain

          CARIBBEAN EXAMINATIONS COUNCIL ORDINARY LEVEL EXAMINATIONS

* English A - Grade 1
* English B - Grade 1
* Spanish - Grade 1
* Mathematics - Grade 2
* Principles Of Business - Grade 2
* History - Grade 2
* Geography - Grade 2

**ADDITIONAL TRAINING**

June 2006                 College of Professional Studies                               Arima

* Computer Literacy - A+

November 2009       Upper Level Educational Institute Limited               Chaguanas

* Microsoft Office Word 2007

**AWARDS RECEIVED**

I received three (3) magic cards during my tenure at First Citizens Bank Limited from my managers for outstanding service.

**VOLUNTEER EXPERIENCE**

2008 - I was the representative for Taurus Services in First Citizens Bank annual environmental project C.A.R.E.

2009 - I took on the responsibility of being the leader for not only Taurus Services Ltd but for the entire eastern division of First Citizens Bank Limited at our annual Sports Day event.

**REFERENCES**

References given upon request.