Personal Information

JOERI HEADLEY

#139 Coquette Avenue, Ibis Gardens, Caroni

Trinidad

Email: headleyjoeri@yahoo.com

Contact Number: 348-4733

Gender

Male

Date of Birth

4th January 1996

Education

2014- 2018

School of Accounting and Management

2009-2014

Tranquility Secondary School

2002- 2009

Nelson Street Boys Roman Catholic School

CXC O’ levels Subjects

January 2014

SUBJECTS GRADE

* Mathematics I
* English A III
* Social Studies II
* Principles of Business II
* History II
* Economics II

Certificates/Diplomas/Degrees

* Certificate in Business Management
* Bachelor Degree in Management - Currently on going
* Music Theory(Grade 1)- Currently on going

Experience

Client Relations Assistant

July 1st 2014 to February 7th 2017

Ministry of Housing and Urban Development

**Responsibilities;**

Typical duties of a clerical worker such as entering data into a computer, filing records, sending and receiving faxes, answering telephone calls, relaying messages, filling of documents, stamping envelopes for mass mailings as well as providing frontline customer service.

Interests/Activities

**Rugby**

**Basketball**

**Martial Arts**

**Music**

References

**Carissa V. Achat**

**Communications Specialist**

**#798 Plum Street Palmiste,**

**Block 5, San Fernando**

**790-2591**

cvachat@gmail.com

**Cheryl Wilson**

**AO IV**

**Ministry of Housing and Urban Development**

**South Quay, Port of Spain**

**623-4663**

cheryl.wilson@mhlma.gov.tt