Regina Noel

3rd Street West,

Rowland Gardens,

Trincity.

Phone Number: 384-6344/344-6448

E-mail Address: [seantellenoel@hotmail.com](mailto:seantellenoel@hotmail.com)

**Objective**

To be gainfully employed with an Organization that caters to my all round development, and to use to the best of my ability, the education, knowledge and practical training skills to the benefit of that organization.

**Education**

* ***PointFortinWestSecondary School***

2007-2012

* ***St. Kevin’s College &Computer Tuition Centre (Part-Time)***

2013-2014

* ***School of Business and Computer Science***

2012-2015

* **Costatt (Currently)**

2015-2019

**Tertiary Education**

* **Business Management Diploma Level 4**

School of Business and Computer Science.

* **Radiography (Bsc)**

Costatt

**Secondary Education Grade**

* Electronic Document Preparation & Management 1
* Principle of Business 1
* Office Administration 1
* Social Studies 2
* English A 2
* Principles of Accounts 3
* Mathematics 3
* Biology 3
* Physics (Awaiting Results)
* Spanish (Awaiting Results)

**Tertiary Education**

**School of Business and Computer Science**

**Business Management (Diploma)**

* Business A+
* Business Communication C
* Effective Time Management A

**Costatt**

**Radiography (Bsc)**

* Physics C
* English C
* Algebra (Awaiting Results)
* Anatomy and Physiology with Medical Terminology (Awaiting Results)

**Achievements**

* English A & Social Studies Award (2010-2011)
* Electronic Document Preparation and Management (2010-2011)
* Prefect Award (Female) 2012

**Activities**

* Peer Helping Club
* School Prefect
* Student Council

**Skills**

* Computer Literacy Communication
* Accounting Office Skills
* Microsoft Office

**References**

Dyann Barras Shevlin Smith

Lecturer Project Manager

University of the West Indies UDECOTT

392-3799 369-4334

**Experience**

**DirecOne**

**Telecommunication Services of Trinidad and Tobago**

**Customer Service Representation**

**2014**

* Interacts with customers on a day to day basis.
* Informs customers of the services provided by the company
* Rectify problems that the consumers have with devices

**Trinidad and Tobago Police Service**

**Clerical Assistant**

**February 2015- September 2016**

* Maintains file register and filing system in keeping with established systems and procedures.
* Receives, records, sorts and routes incoming and outgoing correspondence and other documents.
* Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed
* Assists in the preparation of timesheets and pay sheets, vouchers, invoices and requisitions; post entries in journals and ledgers and other routine accounting duties.
* Files memoranda, letters, reports and other documents.
* Generates a wide variety of documents such a letters, memoranda, minutes, reports and spread sheets utilizing appropriate software.
* Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
* Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
* Assist in the preparation of budgetary and expenditure statement by collecting and inputting relevant data as directed