**Anthony Brian Dillon**

#75 Oxford Street, Building- A, Apartment 208 Port of Spain, Trinidad

Phone: 1-868-357-5109

Email: trent\_johnson44@hotmail.com

CAREER OBJECTIVE

A position that utilizes my abilities, developed through my experience and education.

EDUCATION

1998-2003 Belmont Boys Secondary School

2004 – 2006 Automotive Technology Center

2010- 2014 University of the Southern Caribbean

B.A in History

NESC Automotive Technology Technician’s Diploma

NESC Computer Literacy Certification

Integrated Safe System of Work (ISSOW) Training

Service Quality Institute- Feelings for Professionals Certification

First Aid Certification

Working conversational in Spanish

WORK EXPERIENCE

Laughlin and Degannes Automotive Center –Port of Spain

NWRHA – Temporary on the Job Trainee

WORK EXPERIENCE:

2007 - Present Administrative/Facilities Assistant – HydroTech Limited

Assigned to, BP Trinidad & Tobago, Records Management Center

**FM Auditing and Records Management:**

* Amending and Updating Ministry of Energy and BPTT reports and documents
* Managing Main Bptt Library of with Data Received, Data Retrieval , Data Loaning and Returns
* File and Manage Data According to Departments in main Bptt library
* Monitor and carry out request of files

**Safety & Operational Risk:**

* Schedule FM work requiring a PA (Performing Authority)
* Acts as PA for Office Services as well as the wider FM&S group
* Examine office service delivery on a routine basis for health and safety issues. Inform -Office
* Service Coordinator of any concerns and assist as needed in resolution.
* Escort to vendors and tradesmen while on premises according to security protocol.
* Customer Service:
* Coordinate and manage the customer service desk for the office services team
* Acts as the customer interface for the office services team
* Responds to complex and technical problems and customer inquiries in the work unit

REFERENCES

Ms. Alyson Grannum

Environment Management Service Co-orindator

BPTT

789-0706

Aaron Drakes

Senior Safety Officer

BPTT

702-8427