**GAZELLE MARK**

**LP#38, Phillipville Road, Paharry Village, Toco Road, Sangre Grande**

**Trinidad and Tobago, West Indies**

**Phone: (1-868) 391-0365**

**E-mail Address:** gazymarkengland@gmail.com

**OBJECTIVE:** Seeking an Patient Escort position in a corporation offering opportunities for career advancement based on skills and job performance

**EDUCATIONAL BACKGROUND:**

**SBCS Champ Fleur**

Professional Certificate in Office Administration 2016

**SITAL COLLEGE Sangre Grande**

Diploma in ABE Business Management 2013

**TOCO SECONDARY SCHOOL Toco**

Five A’ Level (Cape) Subjects 2012

**TOCO SECONDARY SCHOOL Toco**

Eight O’ Level (CXC) Subjects 2010

**PROFESSIONAL EXPERIENCE**

**ST. Joseph Enhanced Health Centre OJT/CSR Sep 2014-Oct 2015**

* Registering patients
* Record Keeping and Data entry
* Filing (merging new files into the old files, sorting files in numeric order and dental files in alphabetic order)
* Booking and cancelling appointments
* Stamping patient’s documents (sick leave forms, prescriptions forms etc)
* Tallying all the files to their respective tallying sheets
* Provide administrative assistance to doctors and nurses where necessary

**Sangre Grande Variety store Sales Clerk November –February 2017**

General duties

**COMPUTER SKILLS**

Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint, Printing, Photocopying