**RÈSUMÈ**

Cheryl Reyes

47A Prizgar Road

San Juan, Trinidad W.I.

1-868-778-0316

cherylchrist1@LIVE.com

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**EDUCATION**

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| --- | --- |
| **Period/Years** | **Institution of Learning** |
| **1980 - 1982** | **Barataria Junior Secondary School** |
| **1982 – 1985** | **Barataria Senior Comprehensive School** |
| **1985 – 1986** | **Malick Youth Vocational Centre** |
| **1990 – 1994** | **The University of The West Indies (Trinidad)** |

**QUALIFICATIONS**

|  |  |
| --- | --- |
| **Subjects** | **GRADES** |
| English Language (CXC) | II |
| English Literature (CXC) | II |
| Principle of Business (CXC) | II |
| History (CXC) | I |
| Mathematics (CXC) | III |
| Principle of Accounts (GCE) | C |
| Elementary Typing (Pitman) | Pass |
| Intermediate Typing (Pitman) | First Class Pass |
| Banking Management | 3 year Certificate Course (UWI) |

**ADDITIONAL TRAINING**

|  |  |
| --- | --- |
| **TRAINING** | **PLACE** |
| Fraud Awareness | RBC Roytec |
| Anti-Money Laundering | RBTT 1 day training |
| Microsoft Suite | RBC Roytec |
| Sharpening Your Supervisory Skills | RBC Roytec |
| Administrative Professionals Work Seminar | Centre of Excellence |
| **Presently pursuing Bsc. in International Trade and Commerce at Costaatt City Campus.** | |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **POSITION** | **COMPANY** | **Period/Year** |
| **RBTT/RBC 1989 - 2011** |  | |
| Secretary to Manager –  Security Operations | Charlotte Street Branch | April 1989 (1 month) |
| Secretary to Manager –  Commercial Lending | Park Street Branch | May 1989 (1 month) |
| Typist | Park Street Branch | June 1989 – 1992 |
| Telex Room Operator | International Service Centre  Independence Square – 5th Floor | 1992 – 1997 |
| Administrative Assistant | International Service Centre  Independence Square – 5th Floor | 1997 – 2000 |
| Officer-in-Charge  Administrative Support Services | RBC/RBTT  International Service Centre | 2000 – 2011 |
| Temporary Clerical Assistant | Trinidad & Tobago Customs & Excise | February – March 2012 |
| Administrative Assistant | Trinidad & Tobago Blind Welfare Assoc. | April 2012 – March 2015 |
| Insurance Agent | Pan American Life Insurance Company | October 2014 – April 2016 |
| Clerk | Ministry of Tourism | Sept 3rd – Oct 16 2015 |
| Administrative Secretary | Ministry of Foreign and CARICOM Affairs | November 26th 2015 – November 30th 2016 |

**SKILLS**

* Experience in a project environment (foreign operations documentation)
* Ability to write reports and keep records with specific timeframe
* Excellent Supervisory skills – leading from in front by example
* Ability to multi-task
* Problem solving skills
* Good interpersonal and communication skills
* Team-Player
* Microsoft Office Suite skilled

**REFERENCES**

* Mr. Kenneth Suratt – 1868-718-6373

Executive Officer – Trinidad and Tobago Blind Welfare Association

- Mr. Knox Laltha – 1868- 745-7781

Customs and Excise Officer