**Aquilla Garraway Scott**

#72, Real St. San Juan

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Phone: +1 (868) 346-6214

**EDUCATION**

**Point Fortin West Secondary** - **2001-2004**

**Point Fortin East Secondary** - **2004-2005**

**C.X.C**

* Mathematics III
* English II
* Principle of Business II
* Office Administration III
* Social Studies II

**Administrative Career Training Institute and Recruitment Agency - 2014**

* Accounting, Payroll and Taxation

**School of Business and Computer Studies - 2016**

* Computer Literacy (Office 2013)
* Word
* Excel
* Access
* Power Point

**School of Business and Computer Studies – 2017 (Presently)**

* Professional Certificate in Office Administration
* Applied I.T. Training (**Advanced Literacy**) - **(Enrolled)**
  + - * Word
      * Excel
      * Access
      * Power Point
      * Outlook
      * MS Project

**OTHER CERTIFICATIONS**

**Murray’s Educational Services Institute – 2013**

* Nurses’ Aide

**Training and Logistics Ltd. – December 2016**

* Defensive Driving Training – NSC DDC 4

**REFERENCES**

**NAME** **POSITION COMPANY** **CONTACT**

Kevin Best Service Delivery Team Manager Actavo +1 (868) 315-5104

Cheryl Rojas Senior Teacher Fanny Village Gov’t Primary +1 (868) 648-3975

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