# **CHANTEL DINNISIA GRANT**

**LP #57 Hollywood Road Extension, Fanny Village, Point Fortin**

**Telephone: 267-0388/715-9530**

**Email:** [**dinnisia22@gmail.com**](mailto:dinnisia22@gmail.com)

### **CAREER OBJECTIVE:** To gain hands on experience and knowledge about the things that take place when operating an organization thus helping to broaden my knowledge and gain further experience within this field.

### **PROFESSIONAL EXPERIENCE**

***Ministry of Sport and Youth Affairs***

21/01/2016 – 20/07/2016**Typing Assistant *- HR Unit***

* Type Minutes, memoranda, letters, reports, delegated authority, job letters, short term contracts, and all other relevant documents
* Operate office equipment
* Receives and records telephone messages
* Deliver tasks as accurately as possible within time frame in accordance with requests
* Reply to routine correspondence
* Assist in the preparation of interviews
* Assist in entering information as it relates to gratuity
* Design brochures and certificates for events
* Prepare presentations via PowerPoint
* Liaise with Ministry personnel and clients
* Performs routine clerical duties

***Government Human Resource Services Company Limited – Secretarial Relief***

05/12/2014 – 04/12/2015 **Clerk*/Typist I – Ministry of Legal Affairs-Registrar General’s***

***Department [Companies Registry]***

* Enter and Cash Name Reservation Applications on TT Biz Link database
* Scan all attachments to Name Reservation application and queries
* Recording of information for business registration
* File Business Registration applications and Statement of Change Applications
* Delivers the following documents of the public
* copies of Name Search
* Certificates of Incorporation
* Certificate of Continuance
* Business Registration Certificates
* Statement of Change
* Certified/ Draft Copies
* Types certificates with respect to the Business Names Act Chap. 82:85 and the Companies Act, 1995
* Types Certified/Draft copies
* Update Companies Registry database and BN’s for Business Reg.
* Processes Letters of Consent in respect of the Name Approvals for which consent is required
* Records all request for copies
* Prints the relevant documents to attach to requests.
* Stamp all post & new registration documents for processing
* Sort all Incorporation documents for processing.
* Receives and Enters all Amendment documents for pre-checking
* Entering personnel minutes and typing of returns for salary payment

### ***Service Contract Officer***

### 6/11/2013 – 04/12/2014 ***Clerical Assistant (Judicature of Trinidad and Tobago)***

* Issue electronic mail as directed by the Administrative Secretary to the Chief Justice
* Draft simple correspondence for signature
* Maintain incoming correspondence database
* Receive and Dispatch correspondence
* Maintain outgoing correspondence database, office supplies and office files
* Typing up memorandums, letters, forwarding forms, etc
* Answer telephone and take messages
* Liaise with internal stakeholders as directed by the Administrative Secretary to the Chief Justice
* Faxing and scanning of legal documents
* Update Complaints Registry
* Request and maintain inventory for office

### 

***ON-The-Job- Training Programme***

14/11/2011 – 5/11/2013 ***Clerical assistant/Data Entry Clerk-Judicature of T & T***

***[The Office of the Administrative Secretary to the Chief Justice]***

* Receiving, recording and dispatching of correspondences
* Entering, Stamping and processing of all library material
* Answering the telephone
* Typing up memorandums, letters, forwarding forms, etc
* Faxing and scanning of legal documents
* Recording Information (materials received, distributed, invoices)
* Organization of the Judgment Room and the periodicals
* Updating Legal files and mounting legal articles

**EDUCATION**



09/2007 – 06/2009 **ST. AUGUSTINE SECONDARY SCHOOL**

* CXC / CSEC / GCE ‘O’ Levels
* Mathematics G3
* English Language G2
* Social Studies G2
* Principles of Business G3
* Principles of Accounts G3
* English Literature G3

09/2004 – 06/2007 **BELMONT JUNIOR SECONDARY SCHOOL**

* NSEC

09/1997 – 06/2004 **HOKETT BAPTIST PRIMARY SCHOOL**

* SEA

**COMPUTER LITERACY**

* Hands on experience using Microsoft word, Microsoft PowerPoint, Microsoft Publisher, Microsoft Excel.

## **ACCOMPLISHMENTS**

* Class Act certificate for taking initiative at the Court Library Services(Judiciary of Trinidad and Tobago)
* Award for most improved student in mathematics at St Augustine Secondary School
* Certificate for playing the percussion instruments in Belmont Junior Secondary’s ensemble
* Certificate of 10th place on the Honor Roll at Belmont Junior Secondary School
* Certificate for getting the highest in Mathematics in form 1 at Belmont Junior Secondary

**REFERENCES**

Mr. Stanley Mahase (Principal) 627-0608

Ms. Leah Bally (Senior Data Entry Clerk) 364-6403

Mr. Steve Eric (Managing Director-Eric Farms Ltd) 647-3759

Mr. Clayton Blackman (Senior Lecturer) 280-6066