***Curriculum Vitae***

Reesa Chase-Baptiste

Clifton St Tower Bldg1 Apt 6

East Dry River

Port of Spain

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**Personal Information:**

**Nationality:** Trinidadian

**Martial Status:** Married

**Date of Birth:** January 23rd 1983

**Educational Background;**

**Secondary Level:**

1998-2000 South East Gov’t Secondary School

1995-1998 Mucurapo Junior Secondary School

**Primary Level:**

* 1. Bethlehem Girls RC

**Qualifications:**

**CXC 2000** **Subjects** Grades

Principles of Business 3

Integrated science 3

Social Studies 2

English 3

Agricultural Science (NEC) pass

Computer Skills: Computer Literate (E.g. Word, Excel Access etc.)

**CERTIFICATE obtained:**

Book binding

Practical Accounting

Peachtree Accounting

**Currently pursuing Mathematics** at South East Secondary School

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| **WORK EXPERIENCE** | **DUTIES/ RESPONSIBILITIES** |
| 2011-2016 Clerical Assistant/Accounts Clerk  Ministry of transport  Maritime Services Division  Clarence House 127-129 Duke Street Port of Spain. | • Assist in the Preparation of pay sheets for monthly paid, contacted and Daily paid employees  •Assist vote book clerk in the scheduling and writing up of departmental vouches for the purchasing of office supplies  • Prepare and distribute pay slips  •Perform basic office duties answering phones filing ect,  •Prepare allowance for committee members ( Fal, Pilotage).  •Assist in distribution of office supplies(stores hand)  •Receptionist  •Distribute seaman certificates.(discharge books, captains licenses ect.) |
| 2009-2011 On the Job Training (OJT)  Ministry of works and Transport Traffic Management branch Richmond Street Port of Spain. | • Prepare pay sheets for daily paid employees  •Perform basic office duties. |

**References:**

Ms. Antonette Obrien

Operations Manager

ST Paul Street Multi Purpose Complex

🕿625-3016

Yatone Trotman

Human Resources Officer I

Ministry of Education

🕿356-2967

Dianne Bleasdell

Checker

Ministry of works &Transport

🕿768-3740