**RESUME**

**Louisa Peschier**

**12 Carib Avenue, Lawrence Park, Arima**

**Tel.489-3686**

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**EDUCATION:**

**Business Studies**

2010-2011 ICDL Computer Course

NOSTT, Ministry of Education

Trinity College East

Trincity

1999-2000 Airline Reservations (SABRE)

School of International Travel and Languages

1993-1994 Computer Literacy

YTEPP Arima Senior Comprehensive School

1990-1991 Sarah’s Secretarial College, Arima

1991-1992 Copying & Typing

YTEPP Arima Government Secondary

**Secondary School**

Five Rivers Junior Secondary

Arima Senior Comprehensive

**Qualifications**

English Literature (2)

Intermediate Typing (Pitman)

Office Procedures General (2) (2005)

English Language General (2) (2007)

Human & Social Biology General (3) (2007)

Spanish General (3) (2008)

Mathematics General (2) (2009)

Airline Reservation (B, B+)

**Certifications**

Ptinam's Intermediate Typing(1991)

Certificate of Participation YTEPP(1992,1994)

Certificate of Performance, National Training Board Apprenticeship System(1995)

Certificate of Achievement Airline Reservations(1999-2000)

**EMPLOYMENT:**

January 2009-December 2015 **Sales Clerk**

Santa Rosa Catholic Bookshop

Woodford Street, Arima

737-8806; 667-3658

Duties Sales, inventory, phoning orders, receiving

and collecting goods

April-August 2004 **Reservations Clerk**

January-November2007 Krystal Tours Limited

18 Woodford Street, Arima

667-7177

Duties Making reservations for clients, assisting

With filling out travel forms, issuing tickets,

Attending to other office duties

March2001-October 2003 **Reservations Clerk**

Mala’s Travel & Tours

5A Woodford Street, Arima

667-6573

Duties Making reservations for clients, collection of

Tickets, assisting with filling out travel forms

January 1997 **Stock Clerk**

Telecommunication Services of

Trinidad & Tobago, Macoya

Duties Assisting in stock taking of cable lines

December 1996 **Clerical Assistant 1**

Student Advisory Services

University of the West Indies, St Augustine

662-2002

Duties General office duties

February-July 1996 **Clerical Assistant 1**

June-Decmber1995 Central Stationary Stores

University of the West Indies

St Augustine

662-2002

Duties Receiving goods from suppliers, stock

taking, data entry, filing, phoning orders

August 1992-March 1993 **Centre Manager’s Assistant**

YTEPP Arima Senior Comprehensive

Old Arima Road

667-2305

Duties Record keeping of student’s attendance and

Teacher’s register, tally teachers’ time sheet

**REFERENCES:**

Available upon request