Reba Kelly blessedrebakelly@gmail.com

701-8206/720-6720

#16 Sherwood Drive, Sherwood Park, Arima

**Objectives**

To gain an all-round career and achieve personal enhancement, as perseverance brings success.

**Education**

**Presently**

**Ministry of Tertiary Education and Skills Training**

School of Nursing and Midwifery

Completion of Year 1

**June 2009  
Ministry of Education, Education Extension Services**First Aid Course (Citification of Participation)

**November 2003  
The Civilization Conservation Corps**Assistant Team Commander’s Leadership and Development Programme Course

(Certificate of Completion)  
  
**October 2003  
The Civilization Conservation Corps**Training Programme (Certificate of Completion)  
  
**October 2003  
Computer Learning Centre**(Certificate of Computer Literacy)  
  
**1999-2000  
Arima Senior Comprehensive School  
Continuing Classes**Subject: Mathematics Grade 111

**1998-1999  
St. Augustine Senior Comprehensive School  
Continuing Classes**Subject: Principle of Accounts Grade 111

**1993-1998  
El Dorado Secondary School**Subjects: English Language Grade 11  
 Principle of Business Grade 11

English Literature Grade 11Integrated ScienceGrade 111

**Experience**

September 2014 – August 2015

**Legal Clerk**

Chancery Chambers

108 Duke Street Port-of-Spain

March 2014 – August 2014

**Receptionist**

National Training Agency (OJT)

2009 – 2013

**Wheelchair Agent**

Service Air (Piarco International Airport)

2009-2012

**Secretary**

JD’s Plumbing & Maintenance Service (Part-Time)

2006 – 2008

**Receptionist**

Parillion Optical

2005 – 2006

**Store Supervisor**

Zemar House

Level 11, Trincity Mall

2003 – 2005

**Assistant Team Commander**

Civilian Conservation Corps (North Central Region)

2001-2002

**Assistant Store Supervisor**

S&S Rescue Mart

**Skills**

~Excellent communication and interpretation skills

~Computer literacy

~Ability to learn quickly

~Works well with others

~Punctual

~Work-oriented

~Playing the Cello and Bass Pans

~Playing Table Tennis

~Reading and Socializing

**Hobbies**

~Playing the Cello and Bass Pans

~Table Tennis

~Reading and socializing

**References:**

**H R Ian Roach** – Independent Senator / Attorney at Law

Chancery Chambers

108 Duke Street

Port of Spain

623-4040

**Dave de Peiza** –Attorney at Law

Chancery Chambers

108 Duke Street

Port of Spain

623-4040/2

**Carole Wiseman** – UWI Lecturer

University of the West Indies

St. Augustine

475-0253