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| Jesse Bernard  |  | | --- | |  | | BERNARD.JESSE.D@GMAIL.COM | |  | | 1-868-385-6811 | |  | |  | |  | | Objective To obtained an internship at one of the most respected companies in Trinidad and Tobago in order to develop myself in the corporate sector. | | Skills Proficient in Microsoft Word, Excel, PowerPoint and Access.  Moderately proficient in Microsoft Publisher and Visio as well as graphic designing software like GIMP and Adobe Photoshop CS6.  Knowledge of basic troubleshooting of equipment such as printers, photocopying machines, computers among others.  Highly skill in binding and photocopying of documents from small to very large. | |  | |  | | --- | | ExperienceCLERICAL ASSISTANT/fyzabad anglican secondary school14th November, 2014 – 8th July, 2016 As a Clerical Assistant, I was mainly responsible in providing support and assistant to both Clerk III as well as the Clerk I/Typist in the execution of their duties. Some responsibilities include: handling and forwarding of correspondence to various departments and administration, providing assistance to parents and students in any issues that may arise, answering phone calls and forward it to relevant personnel’s, handling of various office equipment including (but not limited to) fax machine, lithograph machine, photocopying machine etc., filing as well as data entries. CLERICAL ASSISTant/daleem general contracting limited1st October 2014 – 31st October, 2014 Due to my background in Information Technology, I was place in charge of revising and redesigning their company’s profile by giving it a more modern and easy to read look, redesigning various company flyers as well as being a database administrator for the company’s database which I was able to partly achieve until my termination. | | Education2017/ MICROSOFT Campus OFFICE SPECIALIST – ACCESSUniversity of the West Indies, St. Augustine Campus Achieving a passing score of 820 as part of their co-curricular courses’ offering. 2015/ CARIBBEAN ADVANCE PROFICIENCY EXAMINATIONPrivate Candidate Information Technology (Unit 2) – Grade I 2014/ CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONSFyzabad Anglican Secondary School Biology (Unit 2) – Grade IV  Caribbean Studies – Grade III  Chemistry (Unit 1) – Grade III  Chemistry (Unit 2) – Grade III  Environmental Science (Unit 2) – Grade II 2013/ CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONSFyzabad Anglican Secondary School Biology (Unit 1) – Grade II  Chemistry (Unit 1) – Grade V  Communication Studies – Grade IV  Environmental Science – Grade II 2013/ CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONSPrivate Candidate Information Technology (Unit 1) – Grade III 2013/ CARIBBEAN seconadry education certificateFyzabad Anglican Secondary School English A – Grade I 2012/ CARIBBEAN secondary education certificateFyzabad Anglican Secondary School Biology – Grade II  Chemistry – Grade I  English A – Grade III  Information Technology – Grade I  Mathematics – Grade II  Physics – Grade II  Social Studies – Grade II  Spanish – Grade III | | Volunteer Experience or Leadership Head Boy and School’s Prefect of Fyzabad Anglican Secondary School 2013-2014  President of the Act of Kindness Club 2013-2014  Public Relations Officer for Fyzabad Anglican Secondary School’s RBC Young Leaders 2011/2012  Member of Habitat for Humanity Campus Chapter 2016 to present  Department of Computing and Information Technology’s Staff/Student Liaison Committee Member for two semesters. | |