**Marisa Lewis**

13 Moonstone Crescent, Edinburgh 500, Chaguanas

(868)499-9443| marisajojo27@gmail.com

# profile

* Date of Birth – April 14, 1980
* Marital Status – Single

# Education

**Telephone Workers Credit Union** Port-of-Spain

*Computer Literacy*

* *Windows 98*
* *Networking*
* *MS Power point 97*
* *MS Access*
* *MS Excel*

**Elders’ Classes**  Port-of-Spain

*CXC O’ Levels* 1999-2000

* *Mathematics - Grade III*
* *Social Studies – Grade III*

**St. Augustine Community College** St. Augustine

*CXC O’ Levels*  1997-1999

* *English (A) - Grade II*
* *Principles of Accounts – Grade III*

**Bishops Centenary College**

Port-of-Spain

*CXC O’ Levels*

1992-1997

# Experience

**Hudson Phillip Law Chambers** Port-Of-Spain

Law Clerk \ Receptionist January 2014 – May 2015

**Unicomer (Courts Trinidad Ltd)** Chaguanas

*Data Entry Clerk (Peak Time Employment)*  October – December 2013

**Westport** Chaguanas

*Sales Manager*  August 2011 – August 2012

**SERVOL Simon Spree Regional Life Centre**

*Secretary*  October 2007 - July 2011

# ACTIVITIES/AFFLIATIONS

**Ass. Secretary** March 2016 – 2017

Edinburgh 500 Sports and Cultural Organization

**Secretary**  February 2015 - 2017

*Edinburgh 500 Community Council*

**Netballer**  current

*Andy Allen Netball Team*

# REFERENCES

**Marlene Simon (Ms)**

SERVOL Arima Regional Life Centre

*Catering/Food & Beverage Instructor*  Phone: (868)748-3464

**Kelonne Cazoe (Mr)**

Trinidad and Tobago Coast Guard

*Ableseaman* Phone: (868)345-9550