Toni saunders

## 6416 Basil Matthews Lane, phase 6, LA Horquetta, Arima

## 796-3611

## saunders.toni@outlook.com

# Objective

## To work hard with full determination and dedication to achieve organizational as well as personal goals.

# Experience

## July 2015 – August 2015

## Unit Trust Corporation, level 2 Trinity mall, Trinity Central Road Tacarigua, Trinidad WI.

## Teller

* receiving deposits
* loan payments
* cashing checks
* issuing savings withdrawals recording
* answering questions in person
* Completes special requests by closing accounts

April 2017- June 2017

Ministry of Education - Examinations Unit

Assistant Supervisor/ Invigilator

* To have an understanding of and commitment to maintaining the appropriate
* standards of confidentiality/security of examination materials.
* To adhere to the academies policies and procedures
* To report/communicate any problems/incidents/emergencies to the examinations officer.

# Education

**Arima Central Secondary School, Arima**

CSEC (2014)

* English A II
* English B III
* Mathematics II
* Chemistry II
* Biology III
* Physics II
* Spanish III
* Add Maths III

CAPE Unit 1 (2015)

* Biology IV
* Pure Maths IV
* Chemistry III
* Communication Studies III

CAPE unit 2 (2016)

* Biology
* Chemistry
* Pure Maths
* Caribbean Studies

# Leadership skills

## School prefect

## Communicating effectively with others

# Community service

Saunders Family and Friends, La Horquetta

Volunteer

* Assisted the preparation for the annual charity Children’s Christmas party.

Citibank Global Community Day, Port of Spain

Volunteer

* Assisted in the painting of a school for the differently abled
* Assisted in the planting of trees around the Queens Park Savannah

# references

Ms. Dinelle Ramnath

Teacher III

Brazil Secondary School

792-5433/647-0767

Mr. Desron Palmer

Project Specialist

Ministry of Public Administration and Communications

703-5293