**LOUISE FRANCIS PETERS**

*# 15 Dam Road Egypt Village, Point Fortin*

*22/07/1987 (DOB)*

*620- 2219*

[loufranpeters@gmail.com](mailto:carlahuggies@gmail.com)

**OBJECTIVE STATEMENT**

Passionate about making an impact as a valuable asset of a strategic team at a people-centred organization and to continuously undergo learning and training to improve my skill sets.

**EDUCATION**

* **University of Trinidad and Tobago. Corinth Campus**

*Bachelor of Education Specializing in Social Studies July 2012*

* **Sixth Form South University Centre. San Fernando**

*Cape Subjects: Sociology, Literatures in English and Caribbean Studies June 2007& 2006*

*Communication Studies June 2006*

*A’Level Subject: Psychology June 2007*

* **Marabella Senior Comprehensive.**

*CXC Subjects: Mathematics (II), English Language (II), Spanish (II), Biology (III) and Chemistry (III) June 2005*

* **Point Fortin Senior Secondary**

*CXC Subjects: English Literature (II) and French (III). June 2004*

**WORK EXPERIENCE**

**Lewis’ Service Company Marabella**

*Administrator January 2015- November 2016*

* Payroll- calculations and distributions
* Collect and record payments made at the office
* Recruit and train new employees
* Manage the operations of the Daycare, Learning Centre and Admin Company
* Address concerns/ conflicts with clients and employees
* Filing of documents
* Create documents (policies) and correspondences (emails, notifications)
* Maintain utmost discretion when dealing with sensitive information

**Lewis’ Service Company Marabella**

*General Assistant/ Tutor September 2014- November 2016*

* Tutor at Primary and Secondary levels in and outside of the Centre
* Proof read documents
* Create documents (lesson plans)
* Do research

**Wayne’s Electronics- Bmobile Point Fortin**

*Customer Service Representative/ Manager January 2014- August 2014*

* Record all sales
* Maintain and record all stock inventory
* Greet customers and apprise any necessary and correct information
* Train new employees

**St. Michael’s Community College San Fernando**

*Teacher September 2012- August 2013*

* Teach Social Studies, English Language and Literature

**Rogers’ Drugstore San Fernando**

*Sales Clerk/ Cashier June 2007- January 2009*

* Cash Sales

**OTHER SKILLS**

Detail Oriented

Ability to multi-task

Proficient with Microsoft Suite

Customer Service

Communication Skills both written and verbal

**REFERENCES**

Mrs. Alina Lewis

Senior Administrator

Lewis’ Service Company

223- 5615

Ms. Jilean Beharry

Destiny Coach

722- 6224

Mrs. Juliana Valdez

Retired Teacher

789- 8907