**KATRINA E. DOUGLAS**

**# 19 VICTORY ST, VICTORY GARDENS, ARIMA**

**Telephone: 477-2951/ 667-5074**

**Email:** [**douglaskatrina1010@gmail.com**](mailto:douglaskatrina1010@gmail.com)

**PERSONAL**

Marital Status: Single

**PROFESSIONAL EXPERIENCE**

2006-2011/ 2015-2016 **DOUGLAS AND ASSOCIATES LTD (Psychological Consultants Office)**

***Administrative Assistant***

* Clerical/Secretarial and Administrative support of Psychologists
* Typing, Faxing, Filing & Maintaining Client Information
* Bill Payments and Financial Deposits
* Booking Client Appointments
* Telephone Operation

2011- 2012 **SUPERPHARM LIMITED**

***Cashier***

2012-2013 **CARIBBEAN AIRLINES LIMITED (Temp)**

***Data Entry Clerk***

2013-2015 **OFFICE OF DR. GARTHLYN CRAIG**

***Receptionist***

* Receiving patients
* Telephone/Call operation
* Booking appointments
* Maintaining of patient files

2017 **Beauty By Nature**

**Chief-Head Stylist**

Receiving clients

Telephone/Call operation

Booking appointments

Styling clients hair

**EDUCATION**

Sept 2015- Present **UNIVERSITY OF THE WEST INDIES**

* Certificate in Business Management

2005-2006 **NORTHEASTERN COLLEGE**

* CXC ‘O’ Levels:
  + Intergrated Science G3
  + Social Studies G3

2006-2008 **ST.AUGUSTINE COMMUNITY COLLEGE**

* CXC ‘O’ Levels:
  + English Language G3
  + Information Technology G3
  + Principle of Business G3
  + Office Procedures G2
  + Principles of Accounts G3
  + Mathematics G3

**MK CAREERS TRINIDAD LIMITED**

* Certificate in Telephone Technique

**MINISTRY OF COMMUNITY DEVELOPMENT**

* Certificate in Beauty Culture

**MAKEUP MAGIC LTD**

* Certificate in Basic Makeup Techniques

**SKILLS**

* Customer Service Excellence
* Computer Literate
* Trained in Beauty Culture
* Skilled Natural Hair Stylist
* Excellent Communication and Interpersonal Skills
* Team and Youth Leadership

**REFERENCES Dr Garthlyn Craig**

**642-3846**

**Brent Gaspard**

Manager

Caribbean Airlines Limited

684-0810 (c)

**Atiba Pierre**

Business Analyst/Youth Pastor

764-3873 (c)