Building 57 , apartment 4

15th street extension

Caribbean settlement

Edinburgh 500,

Chaguanas

4817364

chaitanyaworrell@gmail.com

Chaitanya-Rupa Worrell

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| Objective | I am an energetic, dependable young woman with a keen eye for detail. I consider myself to be an effective team player with excellent communication and leadership skills. I believe given a chance I would become an asset to any organization immediately. I have great passion for public health and working with others to promote better health practices. I would like to apply for the position of Public Health Officer at The Ministry of Rural Development and Local Government. |
| Skills & Abilities | Certificate of completion, First aid training – St. John’s Ambulance  Microsoft Office Suite 2013  Inventory Management  Records Management  Customer service |
| Experience | Hunte’s Bartending Sevices Server  November 2016 – Present  Serving drinks, clearing tables and setting up bar.  Serving Food Ministry of Sport and Youth Affairs Clerk II  Physical Education and Sport Division  2nd May 2016 – Present  Responsible for procurement of Department’s consumable and fixed assets.  Responsible for paying utilities for sporting facilities under ministry’s preview.  Assist the administrative officer. ministry of Public Administration Clerk II  General Administration  October 2014 – May 2016  Responsible for the inventory and distribution of stocks  Manage and maintain inventory of stocks and fixed asset register  Responsible for the procurement of the Ministry’s consumables and fixed assets  **MINISTRY OF SCIENCE AND TECHNOLOGY**  Clerk I  General Administration  November 2013 – October 2014  Responsible for the inventory and distribution of stocks  Manage and maintain inventory of stocks and fixed assets register  Responsible for the scheduling, preparation and prioritization of the conference and meeting room facilities.  **MINISTRY OF SCIENCE AND TECHNOLOGY**  Clerk I  Registry Department  November 2012 – November 2013  Prepares and/ or guides the preparation of complex correspondence, spreadsheets, reports and other documents  Develop and maintain file register and filing system in keeping with established procedures  Coordinate receipt, sorting, recording and distribution of correspondence and other documents.  **MINISTRY OF Tertiary Education and Skills Training**  Clerk I  Registry Department  May 2012 – November 2012  Prepares and/ or guides the preparation of complex correspondence, spreadsheets, reports and other documents  Coordinate receipt, sorting, recording and distribution of correspondence and other documents. |
| Education | College of science technology and applied arts of trinidad and tobago (costaatt)Bachelor of Science (BSc.) Environmental Health (Expected completion date: November 2018) Associate of Applied Science (AAS) Sociology ( Completed November 2013) |
| Leadership | Project Camp  July 2004 – August 2005  Junior Achievement Programme  September 2010 – December 2010 |
| References | KEMMIE PHILIP  790-1095  Kemmie.philip@gmail.com  #17 SATYR DRIVE  BON AIR GARDENS  AROUCA,  TRINIDAD WI  VASHTI MAHARAJ  489-0000  OFFICE OF THE ATTORNEY GENERAL |