#716 Volute Street Phone: 1 (868) 306-4255

Bon Air West, Arouca. Email: [animelee300@yahoo.com](mailto:animelee300@yahoo.com)

Leah Nandi Stanislaus

**Objective** To be efficient and effective in all areas of job performance with

the capacity to do well and deliver services.

**Education**

2002-2004 St. Augustine Senior Secondary Comprehensive School/ Private

CXC O’ Level General Proficiency

Grades: **Mathematics: III**

**English: III**

**General Science: II**

**Social Studies: II**

**Geography: III**

|  |
| --- |
| **Certificate Qualifications** |

2002 **Certicicate of Participaton**

Computer Literacy

2005 Cojwin Grafix

**Graphic Design Technician Course**

2005 & 2012 YTEPP Limited

**Secretarial & Business Support Services || Micro-Entrepreneurship Course**

2015-2016 Multi-sector Skills Training Programme (MuSt)

**Office Administration**

**Work Experience**

**Office Administrative Assistant** (MuST Programme)

2015-2016

Bishop Anstey & Trinity College East|| Network Department

* Making & accepting calls to and from suppliers
* Providing internal technical support to teachers and students
* Preparing requisition forms for purchasing of equipment
* Filing and printing of documents
* Maintaining inventory & purchased items coming into department

**CAC (Continuous Assessment Component) Assistant**

St. Pius Boys RC School

2014-2015

On-the-Job Training Programme

**Call Centre Agent**

Quset International Ltd

2013

**Sandwich Artist/Cashier**

Subway Ltd.

Trincity Mall/ Mt. Hope Cafeteria 2

**Customer Sales Representative**

Spots & Games Ltd, Trincity Mall

**Counter Clerk / Graphic Artist**

Caribbean Digital Concepts

Arima

**Facilities Maintenance Clerk/ Help Desk Clerk**

*Electrical Department*

Airport Authority of Trinidad and Tobago

On-the Job-Training Programme

Hobbies and Interests: Computer Technology, Graphic Design, Reading, Drawing and Travel

References:

Aeleen Plaza-Wilcox|| Network Administrator|Network Dpt.|Bishop Anstey & Trinity

College East. | Mobile:1-868-791-5701

Avril Orr-Johnson || Principal Primary (formerly) || St. Pius Boys’ RC School||

Mobile: 1-868-324-6337