**Sophia Rivas**

#44 Manahambre Main Road, Princes Town.

Contact No: 1(868) 737-5853 \ 2921727

Email Address: [sophiablue1998@hotmail.com](mailto:sophiablue1998@hotmail.com)

**Work Experience**

* **Sales Clerk- Mag Wheel Centre**

March 2017-July 2017

* Cashing
* Ordering stock
* Writing out sales invoices
* Balancing sales day book after closing
* Stock taking
* Managing cash flow
* **Administrative Assistant- Kenson School of Production Technology**

Contracted via National Training Agency August 2016- February

2017

* Drafting and Distributing Student Mailings,
* Filing Student Information
* Scheduling Appointments and Processing Transcript Requests.
* Assist in Coordinating Student Orientations.
* Verbal and Written Communication
* Provide Services for New Recruits
* Data Entry
* Performs Administrative and Office Support Activities for Multiple Supervisors.
* Fielding Telephone Calls
* Receiving and Directing Visitors
* Word Processing
* Creating Spreadsheets and Presentations, And Filing
* Extensive Software Skills
* Updating System Using SQL Workbench
* Internet Research Abilities
* Strong Communication Skills
* **Library Attendant:** (Nalis) National Library and Information System.

Contracted via Nalis (November 2015-May 2016)

* Filing Dispatch listings for all Libraries (In Trinidad and Tobago), and maintaining the filing system.
* Processing; this includes stamping, labeling, barcoding and covering of books.
* Generates related reports including statistics reports.
* Maintain order in storage area by packing and organizing books on their specific shelves. (West Indian, Fiction, Non Fiction Adult, Young Adult and Children).
* Maintains electronic materials in storage area.
* Maintain order in storage area by packing and organizing DVD’s, CD’s, audio tapes and audio books.
* **Clerk I :** (Nalis) National Library and Information System

Contracted via National Training Agency (May- October 2015)

* Prepare for work
* Apply basic communication skills
* Deliver quality customer service
* Handle telephone calls
* Develop keyboarding skills
* Type and copy routine documents
* Receive visitors
* Locate and store files in a paper-based system
* Operate a personal computer
* Use business equipment
* Develop professionalism
* Work effectively in a business environment
* Participate in workplace safety procedures
* Prepare routine financial documents
* Provide information to clients
* Prepare and bank financial receipts
* Perform stock control procedures
* Organize the copying and collating of documents
* Process mail
* Record, store and supply information using a paper-based filing system
* Display human relations skills

**Achievements/Certificates**

* Caribbean Secondary Education Certificate(CSEC)
* National Training Agency (CVQ) in Office Administration
* Alison Courses-Certificate in Touch Typing Training

**Education**

School of Business and Computer Science; September 2016- June 2017

* Level 4 ABE Diploma in Business Management

Awaiting Certificate

1. Introduction to Business
2. Introduction to Accounting
3. Introduction to Quantitative Methods
4. Introduction to Business Communication

St Kevin College September 2014- June 2015

* Mathematics III
* English I (Distinction)
* Social Studies III
* Principles of Business I (Distinction)
* Principles of Accounts III
* Human and Social Biology III

**Skills and Experience in:**

* Computer Literacy
* Communication
* Multitasking
* Microsoft Office
* Filing (Inter-filing)

**Knowledge in:**

* Filing and record keeping procedures
* Library organization
* Record keeping
* Microsoft Office (Microsoft Word, Microsoft Excel and Power Point)

**References**

* Name: Mrs. Ramroutaur Suenarine

Occupation: Librarian IV (AG) Technical Services Department

Address: Princes Town

Work Contact Number: 1 (868)6244466 ext. 2015, 2016 and 2020

Contact Number: 1(868)313 6321

* Name: Ms. Crystal Lange

Occupation: Technical Instructor (National Training Agency)

Address: Tunapuna

Contact Number: 1(868) 354-9856