**SHINELLE VALERIE FLOYD**

Address- #433 Erin Cap-de-Ville Road Buenos Ayres Via POINT FORTIN

Email- shinellefloyd92@gmail.com

Phone- 868-337-4301

**WORK EXPERIENCE**

**Siparia West Secondary School**

Clerical Assistant (July 2012 - August 2012)

* Created databases with the use of Microsoft Excel for incoming students
* Distribution of rental textbooks and exam results
* Printed and scanned documents
* Managed the office’s filing system

**EDUCATION**

**College of Science, Technology and Applied Arts of Trinidad and Tobago (South Campus)**

AAS. Operating Systems Management (2017)

**National Energy Skills Center (Debe Campus)**

Microsoft Office Specialist Certificate (2013)

**Holy Faith Convent, Penal**

(CAPE) Certificate of Advanced Proficiency Examinations (6 units) -2011

(CSEC) Caribbean Secondary Education Certificate (5 subjects) -2009

**SKILLS AND TRAINING**

* Excellent in Internet Research
* Microsoft Word, Excel, Access, PowerPoint, Outlook, SharePoint
* Web Design using (HTML, XHTML, CSS, JavaScript, MySQL, PHP, phpMyAdmin)

**REFERENCES**

* Kenneth Gabriel : Tanner Street, Point Fortin : 648-6964
* Lequacia DeSuze : Railway Road Siparia : 469-3163