**Trisha Cupid**

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**Objective:**

Extremely motivated individual, looking forward to grow within a company and utilizing all my skills.

**Qualifications:**

* Work well as a team, individual or with minimum supervision.
* Written and oral skills.
* Good communication, organizational and telephone etiquette.
* Office equipment knowledge (computer, photocopy, fax, printer, paper cutter).
* Computer skills (MS Word, Excel, Peachtree, E-mail, Internet, Counterpoint).
* Ability to take instructions and carry them out.
* Reliable, trustworthy, honest, helpful, and courteous.
* Strong pro-active, seamless, attentive and resourceful.

**Employment**:

July 2017- Present **Geriatric Nurse** (Mr Arthur) Diego Martin.

* Assist patient with personal hygiene, eg… bath, mouth care, nails hair.
* Clean and tidy patient room.
* Make bed, Change linen when soiled.
* Conduct diaper rounds, Assist with feeding patient.

August 2014 – July 2017 **Aide to Nursing** (North-Central Regional Health Authority) Mt. Hope.

* Perform simple patient-related duties as directed by RN/Head Nurse.
* Assist members of the healthcare team, upon request from the Nurse in Charge, with emergency situations, eg…running errands, obtaining supplies, preparing an unoccupied bed etc.
* Assist with personal hygiene and cleanliness of category two (2) patients as specified by the RN, e.g. bath, hair, nails etc.
* Perform a variety of errands, such as carrying requisitions, requests and referrals; take specimens to the laboratory in emergencies.
* Make the beds of ambulant patients, Change linen following patients discharge or death.
* Conduct bedpan/ urinal rounds, Assist with feeding of Category two (2) patients.
* Clean and tidy sluice rooms; wash basins, pails bedpans, urinals etc.

September 2010 – October 2013 **Cashier** (Corner Post Limited) St Augustine.

* Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers. Ability to operate all equipment necessary to perform the job.
* Make call to suppliers for products for the store.

September 2008 –June 2010 **Customer Service Representative** (Patrick Young-Sing & Co Ltd) Caroni.

* Creating sales orders for customers and contractors.
* Operating computerized cash register.
* Process banking transactions, balance daily transactions.
* Provide information to customers/contractors on doors, windows/door frames and kitchen units.
* Operate switchboard/ telephone system, answer, screen and forward telephone calls.
* Perform clerical duties such as sort/ file bills, deposit slips, data entry and excel sheet.

March 2007 – July 2008 **Checker** (Nolan Thomas Construction) Chaguanas.

* Maintaining records, files, spreadsheets and database reports.
* Recording employees work time.
* Data entry, typing, answering and referring telephone calls.
* Preparing (payroll, pay slips).

November 2005 – January 2007 **Sales Representative Jr. Manager** (Recon)Mississauga, ON.

* Answering phone and giving directions to the store.
* Opening and closing store each day.
* Organizing and coding products in store.
* Operating cash register (credit card, cash, and debit).
* Balancing till after each work shift.
* Preparing work time, time sheets and payroll.
* Ordering supplies and maintaining a clean working environment.

March 2005 – September 2005 **Team Leader** (Tim Horton’s) Toronto, ON.

* Supplied customer with request for products.
* Scheduled shifts and clearing orders.
* Generated sales for up to $10,000.00 daily.
* Evaluated daily operation within the company.

May 2002 –November 2004 **Market Interview** (Opinion Research) Toronto, ON.

* Outgoing calls to North American (Canada, USA).
* Conducting surveys (household products, University education, TV and Radio Advertisement.
* Deposition calls and entry answers in company’s database.

January 2002 –March 2002 **General Labourer / Packer** (Martha’s Garden) Toronto, ON

* Cleaning, sorting, packing and stacking foods and vegetables.
* Operating shrink wrapping machines.
* Maintain a clean working environment.

**Education:**

March 2016 – November 2016 (**Ministry of Social Development & Family Services**) San Juan

* Care of Elderly Course.

February 2016 – February 2016 **(North Central Regional Health Authority)** Mt.Hope

* C.P.R Training**.**

October 2014 – October 2014 **(North Central Regional Health Authority)** Mt.Hope

* Customer Service Training.

October 2012 – December 2012 (**Security Information Systems Inc**) Chaguanas.

* Alarm Center System Operator.

February 2008 – July 2008 (**YTEPP Limited**) Chaguanas.

* Micro Small Business Management.

February 2008 - April 2008 (**The Employment & Training Agency Limited**) Port of Spain.

* Office Professional (Customer service, Secretarial, Simple Accounting).

August 2007 – January 2008 (**School of Practical Accounting**) Chaguanas.

* Practical Accounting (Book-keeping, Finalization of Accounts).
* Computerized Accounting (Intro to Computers, MS Excel, Peachtree Accounting).
* Office Skills.

May 2001 - November 2001 (**Hankey’s Computer School**) St George’s Grenada.

* MS Office Skills (Word, Excel, E-mail, Internet).

September 1996 - June 2001 (**Boca Secondary School**) Boca, Grenada.

**Interests:**

* Meeting new people.
* Surf and researching net.
* Listening music, traveling, cooking and reading.

**References Upon Request**