**SUMMERS THOMAS**

#7 French Street, Princes Town, Trinidad

Tel: 1868-308-5910

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**PROFILE**

A dedicated, self-motivated, goal-oriented University graduate. A team player with the ability to work flexible hours, to plan, organize and schedule in an efficient and productive manner focusing on key goals while effectively managing multiple priorities. Motivated to deliver outstanding results and works well in a fast paced environment.

**EDUCATION**:

**Sept. 2010 – May 2014 - University of the West Indies, St. Augustine**

B.Sc. Biology (Major), Biotechnology and Environmental Biology (Minors)

**Sept 2003 – June 2010 - St. Stephen’s College, Princes Town**

**Cape Certificates**

* Biology (Unit 1&2)
* Chemistry (Unit 1&2)
* Communication Studies (Unit 1)
* Caribbean Studies (Unit 2)
* History (Unit 1&2)

**CSEC “O” Level Examinations**

* 8 Subjects (Including Mathematics and English Language)

**WORK EXPERIENCE**

**September 2017 – Present**

* **Part-Time Pre-Science Demonstrator** - **(UWI, St Augustine)**
* Guides and helps students during practical laboratory sessions
* Shows students how to use equipment and explains principles, techniques and results. Marks all labs and assignments submitted by students

**December 2016 – September 2017**

* **OJT Clerical Assistant – (Ministry of Agriculture, Land and Fisheries, Princes Town)**
* Performed phone and reception duties
* Determined the business of farmers and visitors and guided them accordingly
* Operated standard office equipment such as scanners, photocopiers, fax machines, guillotine, computers etc.
* Registered farmers for Farmers Card
* Received and completed Subsidy applications from farmers
* Assisted with processing of Subsidy and Farmers Card applications
* Typed Parcel Reports (PR), Programme of Work and other documents for State Lands Department
* Received, recorded, sorted, and routed incoming and outgoing mail and other documents
* Maintained filing system and filed memos, reports, farmers’ files and other documents
* Generated spreadsheets, letters, reports and other documents using appropriate software
* Verified and entered data into relevant documents/spreadsheets
* Performed other duties as assigned

**November 2015 – December 2016**

* **OJT Customer Care Associate** - **(M.T.E.S.T. O.N.E., Gulf City Mall)**
* Registered applicants for GATE E-Service ID and On-The-Job Training Programme
* Assisted applicants in resolving GATE and OJT related issues
* Provided career advice and information regarding programmes offered at different Tertiary Level and Skills Training Institutions to customers
* Performed administrative tasks such as generating spreadsheets, entering data, scanning, copying, typing documents etc.

**September 2014 – November 2015**

* **Pre-Science Demonstrator** - **(UWI, St Augustine)**
* Guided and helped students during practical laboratory sessions
* Showed students how to use equipment and explained principles, techniques and results. Marked all labs and assignments submitted by students
* **Acting Manager** - **(R.I.K. Bookstore Ltd, San Fernando)**
* Performed managerial duties such as opening, closing and running of store, removing and recording amount of cash in the register at the end of the day etc when other managers are unable to work or are on vacation
* Attended to customers
* Received payments by cash, cheques, credit card etc. from customers

**January – May 2014**

* **Student Assistant, Student Advisory Services** - (**UWI, St Augustine)**
* Provided phone and visitor reception
* Responded to routine enquiries
* Photocopied documents for students and managed the cash pan

**June – July 2013**

* **Clerical Assistant, Medical Records Department** - **(Princes Town District Health Facility)**
* Assisted in the Casualty Department where I helped register patients on the computer database. I also assisted in filling out patient cards and inputting the relevant information such as name, date of birth and address on patient note form
* Assisted in X-ray Department where I recorded incoming patients in the x-ray book and wrote up x-ray envelopes and put x-rays into their respective envelopes
* Assisted in Outpatient clinic department where I registered new patients for their respective clinics
* Assisted in Medical Records Department where I filed old patient notes and printed Casualty patient registration records.
* Assisted in the Filing Department where I pulled patient notes for the respective Outpatient clinics and re-filed the notes at the end of the day. I also updated patient files by adding section dividers and additional note pages and helped stamp prescriptions.

**July – September holidays (2009 – 2012)**

* **Sales Clerk and Cashier** - **(R.I.K. Bookstore Ltd, San Fernando)**
* Attended to customers and assisted them with getting their school books, stationery or novels
* Worked as a relief cashier. Received payments by cash, cheques, credit card etc. from customers
* Wrote stationery requisitions and completed them by pulling out goods from the stock room and sending them to the relevant department
* Answered store phone and photocopied documents when necessary

**June - September 2008**

* **Counter Attendant and Cashier** - (**Fortune Cookie, Trincity Mall)**
* Attended to customers by processing their food orders
* Cashed
* Washed dirty wares and utensils

**References**

Stacy Mohamed **(Head - SkillsTNT Unit,** National Training Agency**)**

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Samantha Chattergoon **(Clerk/Typist I,** Ministry of Works and Transport**)**

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