Natasha Orr

**Personal Profile**

**Objective**

**Educational Profile**

**Qualification Profile**

Lp56A 2nd Caledonia Road, Morvant.

onicabridgewater@gmail.com

462-3239/275-7046

* Date of Birth 19th December, 1975
* Marital Status Married
* Sex Female
* Age 41

To utilize my knowledge, skills and abilities to the fullest so I can contribute to the unlimited growth and success of any organization.

**Institutions Year**

* College of Science, Technology and Applied Arts 2008 - 2012

of Trinidad and Tobago (COSTAATT)

* Upper Level Education Institute (Chaguanas) 2008
* Arima Municipal Corporation 2007
* American Computers & Electronics Ltd. 2003
* Ministry of Science Technology and Tertiary Education 2001-2002
* South East Port of Spain Continuation Classes 1999-2001
* Trinidad and Tobago Association for Mental Health 1999
* South East Port of Spain Continuation Classes 1996-1998
* Malick Senior Comprehensive School 1990-1992

**Qualifications Grade/Certificate**

**Tertiary**

* Associate Degree in Management GPA 3.33

**CXC**

* Principles of Business General 2
* Office Procedures General 2
* Typing General 2
* Social Studies General 3

(2000)

* English General 2

**GCE**

* Human and Social Biology B

**Certificates**

* Illustrator CS5 1
* Photoshop CS5 1
* Managing Records and Files in an Information Age 1
* Professional Graphic Design 1
* Peachtree Accounting 1
* Desktop Publishing 1
* Microsoft Office 2

**Pursuing**

**Equipment Skills Profile**

**Personal Skills Profile**

**Professional Profile**

**Reference Profile**

**Currently Pursuing**

**Equipment Skills Profile**

**Personal Skills Profile**

**Professional Profile**

**Hobbies Profile**

* Pitman Shorthand 1 - 80 words

1 - 100 words

* Mathematics (May/June 2018)

General knowledge of operating computers, printers, photocopying machines, fax machines, laminating machines, scanners, telephones, library software and the use of the internet for company emails and research.

Excellent team player, operates efficiently and effectively in a fast pace environment and adapts to change easily.

* **Arima Borough Corporation**

Clerk/Typist I (Temporary) 2003-June 2015

Clerk Stenographer II (Ag.) July 2015-2016

* **Port of Spain City Corporation**  2003

Clerk/Typist I

* **Ministry of Attorney General & Legal Affairs** 2003

**Intellectual Property Office**  (Feb 10th - 9th

Clerk/TypistMay)

* **Trinidad and Tobago Association for** 1998 - 2002

**Mental Health**

Office Supervisor

* **Jerry’s Printery** 1997-1998

Sales Representative

* **HHB and Associates** 1997

**Market and Research Company**

Field Officer

* **Trinidad and Tobago Association for** 1994-1997

**Mental Health**

Office Assistant

**MR. DAVID WILLIAMS MS. MARGARET TRANCOSO**

**248 Flamingo Boulevard Lp10B Ojoe Road Sangre Grande**

**Malabar Phase III Phone: 780-6066**

**Arima**

**Phone: 767-0771**