RESUME

TABITA ROBERTS

DATE OF BIRTH: 11th May 1992

EMAIL: tabitaroberts@gmail.com

PHONE: 1868 345 3969/ 1868 467 8422

ADDRESS: #28 Providence Circular, Arima

**OBJECTIVE**

To make the most of my acquired administrative skills for the mutual benefit of your organisation via improving the overall efficiency of your organisation and myself. I am confident that I am able to provide effective support wherever needed.

**EXPERIENCE:**

**The Pink Chef Catering** (2010 to present, part-time)

Position: Administrative Clerk

Office Experience – High level mathematical skills, General, Scheduling, Telephone Skills, Typing, Documentation Skills, Verbal Communication, Written Communication, Dependability, Attention to Detail, Writing Skills

**Kentucky Fried Chicken** (December 2012 to March 2013)

Position: Cashier/Clerk

* Itemizes and totals purchases
* Operating a cash register.
* Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers.
* Balances cash drawer by counting cash at beginning and end of work shift.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.

**EDUCATION:**

**The College of Science, Technology and Applied Arts of Trinidad and Tobago** (**COSTAATT**:

AS Biology (December 2017)

El Dorado East Secondary: High School Diploma (June 2009)

English (Grade 1)

Spanish (Grade 1)

Mathematics (Grade 1)

Biology (Grade 2)

Chemistry (Grade 2)

Physics (Grade 3)

Visual Arts (Grade 3)

**REFERENCES**

**Ms Nathalia Lee**

Executive Chef and Owner of PINK CHEF CATERING SERVICES

Email - [Pinkchef2016@yahoo.com](mailto:Pinkchef2016@yahoo.com)

Contact #: 1868 752 8528

**Ms. Joanne Schmidhammer**

Publisher of the Curepe Roundabout News Magazine

Contact #1-868 377-1833

**Ms. Debra Atwell**

Facilitator & Life Skills Tutor

Civilian Conservation Corp

Founder – Come As You Are to Jesus Ministries

Email – [comeasyouaretoJesus.caya@gmail.com](mailto:comeasyouaretoJesus.caya@gmail.com)

Contact # 1868-770-4929