Curriculum Vitae

**NAME:** Andrea Elizabeth Mc Farlane-Alfred

**ADDRESS:** #38 Dos Santos Street Mon Repos San Fernando.

**CONTACT No.:** 357-6784/ 270-9401

**EMAIL ADDRESS:** [annadre@gmail.com](mailto:annadre@gmail.com)

**MARITAL STATUS:** Married

**OBJECTIVE:** To improve my academic goals and obtain empowerment through experience, thus achieving excellence in all my current and future endeavors.

**WORK EXPERIENCE:**

**Employer Position Period Worked**

Quality Security Services Ltd Security Officer Jan. 2007- Feb. 2007

DVD One Sales Clerk Apr. 2007- Jun. 2007

Shiva’s Pharmacy Sales Clerk Jun. 2007 –Nov. 2007

Caesar’s Contracting Co. Ltd. Fire Watch May 2008- Dec. 2008

S.E.S.L. Ltd Security Officer April 2014- July 2016

**SKILLS:**

Guarding property

Cashing

Distributing prescription

Writing Job Hazard Analysis

**EDUCATIONAL BACKGROUND:**

**School/Institute Subjects Grade**

Pleasantville Senior English A **III**

Comprehensive Integrated Science **III**

(2000-2002) Social Studies **III**

**COURSES UNDERTAKEN:**

**Institute Course Certificate**

Y.T.E.P.P. (2003) Basic Computer Literacy Certificate

C.C.C. (2004-2005) Certificate

Technical Institute Basic First Aid & AED Certificate

For Learning (2008) Training

School of Business and Office Administration Certificate

Computer Science (2010)

Ensafe Health and Safety Plea passport Certificate

Training and Consultancy

Services

Technical Institute for Quality Control Certificate

Learning (2016) Management

Advance Learning Interactive Introduction to Certificate

Systems Online (ALISON) Quality Management

(2016)

**PUBLIC SERVICE:**  Former member of the Trinidad & Tobago Cadet Force

1997-2010 (AWO II)

**REFERENCES:**

**Name Address Occupation Phone No.**

Robert Granger 200 Collector Road Teacher 790-4245

Pleasantville

Curtis Alleyne #38 Penco Gardens, Manager 680-7479

Montrose, Chaguanas (Arcelor Mittal)

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Kwesi Riley 16 Pine Ave., Fairview Captain (TTCF) 746-4914

Park, Freeport.