**VERONICA ELBOURNE**

**Address: #10 Royal Promenade Street, Arouca**

**Mobile #: 731-5037**

**Email:** [**lizelbourne2@gmail.com**](mailto:lizelbourne2@gmail.com)

**D.O.B.-September 23rd 1982**

**EDUCATIONAL BACKGROUND-**

Currently pursuing- Phlebotomy Course at Forde College, Port of Spain.

2011- University of the West Indies - Certificate in Computer Literacy

2000- Trinizuela Vocational College

1998-1999- Point Fortin Senior Secondary School- CXC- English 3

Principles of Accounts 3

Human & Social Biology 3

Office Administration 2

Principles of Business 3

**WORK EXPERIENCE**

***2015-2017- Clerk, Mt Hope Women’s Hospital***

Responsibilities include- Filing documents/managing files, admitting patients, registering patients, scheduling appointments & all clinic duties.

***2013-2015- Clerical Assistant (OJT), Caura Chest Hospital***

Responsibilities include- Filing documents/managing files, answering phones, typing memorandums, assisting in compilation of reports, faxing & emailing.

***2011-2012- Cashier, KFC***

***2008-2010- Kitchen Assistant/Cashier, Stew’s Cuisine Restaurant***

***2007-2008- Haircuts Salon- Hairdresser***

***2005-2006- Vena’s Hairdressing Salon***

**HOBBIES/SKILLS**

Reading, Writing, Socializing, Computers, Swimming, Meeting New People

**REFERENCES**

1. Mr. Keston Sanderson- Pump Mechanic, Petrotrin

Mobile #- 363-6919

1. Ms. Sparkle Belle-Lumsden

Mobile #- 339-5600