**Charley Herry**

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|  | 12 Nash Trace, Cedar Hill Road, Claxton Bay | 361.1003 | chrlyherry@yahoo.com |

Experience

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| February 2007 – December 2007 | Administrative Assistant,  Hinkson’s Graphics Studio   * Preparing client appointments and collection of orders. * Processing of client payments. * Minor accounting tasks such as bank deposits, payment of bills, collection of client payments etc. |
| Jan 2008 – December 2008 | Data Collector/Data Entry,  Delta Dynamics   * Collection of data on equipment, furniture, fixtures and fittings * Labelling of equipment grouped by type, age and location * Entering of data collected to facilities maintenance database |
| September 2009 – July 2010 | Bar Supervisor,  Queens Park Cricket Club   * Supervision of bar staff. * Balancing of daily sales and stock * Liaising wit Bar Manager on ordering of stock * Ordering of Stock |
| August 2010 – February 2011 | Bar Manager,  Side Bar, Bar and Lounge   * Balancing of daily sales and stock * Ordering of stock * Organizing events |
| October 2013 – December 2014 | Customer Service Representative,  Digiwireless   * Processing of customers bill payment, phone sales and daily sales * Balancing of cash drawer * Assisting and troubleshooting customers queries and grievances |
| January 2015 – May 2015 | Helpline Co-ordinator,  800 Star   * Answering of phones * Dispatching of drivers to designated locations for client pick up |
| April 2015 – September 2016 | Business Operations Assistant II,  National Poverty Reduction and Eradication Programmes Co-ordinating Unit, Ministry of Social Development and Family Services   * Interviewing of clients * Scheduling of meetings and client appointments * Preparing of files, reports, spreadsheets and other documents * Providing administrative support to Regional Co-ordinator |
| November 2016 – October 2017 | Grey Market Sales Associate, Digicel Trinidad and Tobago   * Processing of sim cards for customers * Processing of Digicel’s plans and services * Promoting Digicel’s plans and services * Basic troubleshooting and queries concerning Digicel’s products |

Education

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| 1992 - 1999 | Primary,  Marabella Girl’s Anglican |
| 1999 - 2002 | Junior,  Marabella Junior Secondary |
| 2002 - 2004 | Senior,  Marabella Senior Comprehensive  **Subjects Grades**   * English A 2 * Mathematics 4 * Principles of Business 4 * Principles of Accounts 3   Social Studies 3 |
| November 2006 | Computer Literacy,  Trinzuela Technical and Vocational College |
| Jan 2016 – Present | ABE Level 4,  School of Business and Computer Science  Introduction to Accounting – C  Introduction to Quantitative Methods – C |