**LEANNA DAVIS**

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#27 Oropouche Road,  
Siparia.  
395-5885/386-2113  
Trinidad West Indies.

**OBJECTIVES**

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest, and to achieve the organizations goals while achieving my personal goals.

**EDUCATION**

**SIPARIA SENIOR COMPREHENSIVE SCHOOL** 2005  
**C.X.C O’LEVELS OBTAINED (CSEC)**

|  |  |
| --- | --- |
| ●Office Procedures ●English Language ●Social Studies ●HSB ●Typewriting | Grade III Grade II Grade II Grade II Grade III |

**ENTERPRISE MEDICAL TRAINING COLLIGE** 2008  
Medical office assistant certificate.

**WORK EXPERIENCE**

**KENNSCOTT LIMITED** 2008-2009

**Customer Service Representative –** Assisting customers, Answering phones.

**PALO SECO HEALTH CENTER** 2009-2010

**Health Records Clerk –** Filling , Registering Patients , Monthly Reports

**ERIN HEALTH CENTER** 2011-2012

**Pharmacy Assistant –** Labelling drugs, Stock taking, Reading prescriptions

**SIPARIA DISTRICT HEALTH FACILITY** 2013

**Quality Assurance Trainee** – Complaint Documentation , Ensuring Quality Service.

**SIPARIA DISTRICT HEALTH FACILITY** 2014 – 2016

**Family Planning Clerk –** Making appointments, filing, registering patients, preparing patients for papsmears.

**ADDITIONAL INFORMATION**

National Energy And Skills Center 2008  
Computer Literacy, Word Processing.

**REFERENCES**

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| Mr Richard John  Mrs Marlene Walker | Pharmacist 376-9241  Teacher 385-6146 |  |

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