**Naomi Joseph**

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St. James

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| **Career Objective** | Seeking a position to advance my knowledge, further my experience and to continue adding value in a fast paced environment. To provide professional and efficient customer service and effectively meet the needs of the people. Highly organized with the ability to manage multiple projects and consistently meet deadlines. |
| **Education** | **Forde colleGe, port of spain**  Phlebotomy, November, 2017 – 2018  **Tranquility Secondary School***,* ***Port of Spain, Trinidad & Tobago***  **Caribbean Examination Council [General Proficiency Level]*,*** Sept. 2006 – June 2011   * English Language Grade III * Mathematics Grade III * Principles of Accounts Grade III * Social Studies Grade III * Principle of Business Grade III |
| **Work Experience** | **Pro IT Consultants** , *Chaguanas, Trinidad & Tobago*  **Office Support Supervisor,** Jun 2011 – Feb 2013   * Auxiliary in computer sales and follow ups. * Supported sales technician in computer restoration and repairs. * Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. * Answered telephones, directed calls, and took messages. * Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer. * Communicated with customers, employees, and other individuals to answer questions, disseminate and explain information, take orders, and address complaints. * Troubleshoot problems involving office equipment, such as computer hardware and software.   **DIREC ONE, Port of Spain, Trinidad & Tobago**  **Operations assistant** August 2013 – November 2014   * Answered telephones, directed calls and took messages. * Maintained and updated filing, inventory, mailing and database systems, either manually or using a computer. * Communicated with customers, employees and other individuals to answer questions, explain information, take orders and address complaints.   **B&M Homemade Ice Delights, St. James, Trinidad & Tobago**    **Cashier/Customer Service Representative,** January 2015 – August 2017 |