Maria James

#16 EL Pariso Farm Road Guaracara,

Williamsville

1(868) 324-8354

[mjfjames@hotmail.com](mailto:mjfjames@hotmail.com)

**OBJECTIVE**

Combined with my academic background and experience, I am highly ambitious and will deliver the qualities and level of professionalism expected at your establishment. I am an honest, hardworking and an effective team player willing to learn and dedicated to apply my attributes to achieve only excellence.

**PERSONAL DATA**

DATE OF BIRTH: 15/12/1997

AGE: 19

MARITAL STATUS: Single

RELIGION: Pentecostal

**EDUACTION**

Sept 2016- April 2017

**Marabella continuation School**

CXC (General Proficiency)

Office Administration Grade III

Sept2014- March 2015

**YTEPP**

Patient Care Assistant

Jan- Dec 2015

**Forres- Park life Center**

Home Health Aide

Computer Literacy Programme

Sept – Dec 2014

**Forres- Park Life Center**

Adolescent Development Programme

Sept 2011- July 2012

**Williamsville Secondary School**

Adolescent Development Programme

2009-2014

**Williamsville Secondary School**

CXC (General Proficiency)

Mathematics Grade III

English Grade III

Principles of Business Grade III

Home Economics Management Grade II

2004-2009

**Tabaquite R.C. Primary School**

**AWARDS & ACKNOWLEDGEMENT**

EVP Dance Sport 2017

YTEPP - National Examination Council (Patient Care Assistant) 2015

Servol Forres-Park Life Center

* Initiation 2015
* Sustained 2015
* Outstanding (Computer Lab Programme)
* Job Training Programme 2015
* National Examination Council (Home Health Aide) 2015

Vacation Craft Programme (Jewellery) 2014

Williamsville Secondary

* Reading Challenge 2013
* RBC Young Leaders 2013
* SanFest (Certificate of Merit) 2012-2013
* Most Outstanding (Adolescent Development Programme) 2011-2012
* SanFest (Certificate of Excellence) 2011
* Outstanding performance (physical Education and Dance) 2011
* Best All Rounded 2010-2011
* The Board Game Club 2009

Tabaquite R.C.’s Greatest Dancer – 2009

**WORK EPERICENCE**

March 2016- September 2017

Chris Vocal & Music Academy International Ltd

* Documentation
* Planning and scheduling
* Answering phones
* Greeting visitors
* Preparing business agendas (Word, Excel)

Dec 2015- March 2016

Enmasco Ltd

* Book keeping
* Filing
* Clerical Duties
* Answering phones
* Assisting in Various Daily operations

May 2015- August 2015

Southern Medical Clinic – San Fernando

* Admission and discharging of a patient
* Assist patient with everyday needs (personal hygiene)
* Keeping patient’s rooms tidy and sanitized
* Vital signs
* Care of elderly patients
* Assist nursing staff

**REFERENCE:**

Name: Jameel Hosein

Contact: 1 (868) 709-4624 /1 (868) 276-3854