#2 Fort George Road

St. James

5th December,2017

**The Human Resource Manager**

**Massy Stores**

Dear Sir/Madam,

I am applying to your organization for a position that is available.

Should this opportunity be given I posses the commitment and drive that would render me a valuable employee.

My name is Barbara Corriea. I am hard working, trustworthy and loyal. These qualities shall be proven once a position is granted. I have been exposed to different area of work which have broadened my knowledge and has enabled me to quickly adjust to any challenging situation. I attended Mucurapo Junior Secondary School and Mucurapo Senior Comprehensive where I obtained my school leaving Certificate of Business Studies.

My strength lies in the qualities that are mentioned above. I try to overcome my weakness by pushing harder to achieve my goals. I am dedicated and can work both as an individual and as a team player.

Should my application receive favour I can be contacted at the following number 315-8705.

Yours respectfully,

…………………………..

Barbara Corriea

BARBARA CORRIEA

#2 FORT GEORGE ROAD ST.JAMES

Ph :( 1-868)315-8705 Email: Barbara\_gill@hotmail.com

**PERSONAL**

Date of Birth: January 14, 1988

Marital Status: Divorced

**CAREER OBJECTIVE**

To become an integral part of a dynamic organization, which will allow me to use my invaluable skills and experience to contribute to this development and success. Such an organization would facilitate my personal and professional growth and development.

**PROFESSIONAL EXPERIENCE**

April 2016 – January 2017 ***FATIMA COLLEGE (ON THE JOB TRAINING)***

***Clerical Assistant***

* Filing
* Photocopying and scanning documents
* Sorting and handing out post
* Supporting the reception desk
* Answers multiple phone lines and responds to caller's questions or directs the call to the appropriate party.
* Greets visitors; responds to questions, provides information, documents, instructions or directs visitor to appropriate party.
* Responds to requests for information via mail, phone or in-person; gathers appropriate forms and documents, searches for and copies documents from archived records and forwards to requestor.
* Opens, sorts and distributes incoming mail and processes outgoing mail.
* Maintains inventory of supplies and prepares a list of supplies to be ordered.
* Performs data entry into automated programs applications, filings, depending on assignment.
* Prepares correspondence, memos, forms and reports using word processing applications software.
* Maintains records of fees collected from the public, within the area of responsibility.

February 2011 – March 2015 ***FORTIS CHAMBERS ATTORNEYS AT LAW***

***Legal Secretary/Clerk***

* Welcomes guests and clients by greeting them in person or on the telephone; answering or directing inquiries.
* Copying, coordinating case preparation, tracking payments.
* Maintains client confidence by keeping client/attorney information confidential.
* Prepare and process standard legal documents including subpoenas, contracts, summonses, appeals
* Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
* Implement and maintain office systems
* Follow up on pending court cases
* File motions.
* Maintain law libraries

May 2008 -October 2008 ***WHEELER & COMPANY ATTORNEY AT LAW***

***Legal Secretary***

* Prepare and manage correspondence
* Proofread and edit legal documents
* Set up and maintain databases and files
* Document and maintain case details
* Handle incoming mail and calls
* Communicate verbally and in writing to answer inquiries and provide information
* Organize delivery of legal correspondence to clients, witnesses and court officials
* Arrange hearing dates
* Assist with billing

April 2007 - April 2008 ***FATIMA COLLEGE (ON THE JOB TRAINING)***

***Clerical Assistant***

* Filing
* Photocopying and scanning documents
* Sorting and handing out post
* Supporting the reception desk
* Answers multiple phone lines and responds to caller's questions or directs the call to the appropriate party.
* Greets visitors; responds to questions, provides information, documents, instructions or directs visitor to appropriate party.
* Responds to requests for information via mail, phone or in-person; gathers appropriate forms and documents, searches for and copies documents from archived records and forwards to requestor.
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**EDUCATION**

05/2017 **YTEPP**

* Child Care Attendant

09/2015 **METAL INDUSTRIES COMPANY LIMITED (MIC)**

**MULTI-SECTOR SKILLS TRAINING PROGRAMME (MUST)**

* Caribbean Vocational Qualifications (CVQ)

09/ 2015 **LIFE SKILLS**

* Interpersonal / Intrapersonal Skills
* Employability Skills
* Business administrative operations

 09/2003- 06/2005 **MUCURAPO SENIOR COMPREHENSIVE**

**SUBJECTS STUDIED**

Mathematics

English Language

Principles of Accounts

Principles of Business

History

Information Technology

09/2005 **DELTA SOFT COMPUTER TRAINING**

* Microsoft Access
* Microsoft Excel
* Microsoft Word
* Programming
* Microsoft Power point

**SKILLS**

● Very analytical and thorough

● Dependable, ambitious, and hardworking

● Can operate independently or as part of a team

● Abitlty to develop excellent relation with associates

● Solid listener and interpersonal skills

**COMPUTER LITERACY**

* Introduction to Business Software
* Microsoft Office ( Level 1)

**ACCOMPLISHMENTS**

* Graduated at Metal Industries Company Limited (Mic) Multi-Sector Skills Training Programme (Must) awarded competent in Administration

**REFERENCE**

MS. SUZAN MURRAY

350-5623

Ytepp Tutor