HEATHER EDWARDS

Bldg.3 Apt. 315 Ramdial Mahabir Lands

Morvant

Tel.624 1584 / 759 5929

Email: [adecj@yahoo.com](mailto:adecj@yahoo.com)

**OBJECTIVE**

To acquire reliable, stable and meaningful employment in an organisation that value people, time and effort to work together to achieve the company’s mission

**WORK EXPERIENCE**

*HR Technology/ Telecommunications Services of Trinidad and Tobago (2012 to current)*

*Cashier*

Duties and responsibilities

Process transactions using various methods of payments

Train new staff

Maintain an exceptional level of accuracy

*Ministry of Social Welfare (2008 to 2011)*

*Customer Relations Officer*

Duties and responsibilities

Process applications for the Social Assistance grants

Collate statistics on the 50 000 applicants

Significantly reduce applicant’s time in que

*Co-operative Citrus Growers Association (2005 to 2008)*

*Cashier*

Duties and responsibilities

Using accounting applications such as impact and syspro

Managed a petty cash account

Post payments to accounts and prepared bank deposits

*Telecommunications Services of Trinidad and Tobago (2003 to 2005) Cashier*

**QUALIFICATIONS**

*Chartered Institute of Marketing (UK)*

*Diploma*

Marketing Communication

Marketing Planning

Project Management in Marketing

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*Certificate*

Customer Communication

Marketing Fundamentals

Marketing in Practice

Assessing the Marketing Environment

*London Chamber of Commerce and Industries*

*Certificate*

Public Relations

Marketing

*Success Laventille Composite School*

*CXC*

Mathematics

English Language

Principles of Business

History

Clothing and Textiles

**SPECIAL SKILLS**

Read music, make, tune and play the steelpan

(Success Stars Pan Sounds, Desperadoes, Lydian steel, Pantonics New York)

**REFERENCES**

Denisea Le Blanc

Supervisor TSTT

710 8300

Anthony Mitchell

Retired Inspector MTS

749 4046