**Fiona Cawley**

LP# 6, MAYCOCK STREET, VALENCIA

Phone: 777-2139

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 Objective To carry out a professional and reliable service to meet your company’s expectations.

Exam

* Currently awaiting results for CSEC English and Office Administration written in January 2018.

Education

 2014-2015 Data Operations, YTEPP

 2013-2014 Patient Care Assistant, Small Business Management and Computer literacy; YTEPP

 2003-2004 Math’s, Sangre Grande Educational Institute; Eastern Main Road, Sangre Grande.

 1998-2003 Principles of Business, Social Studies and Integrated Science; El Dorado Senior Comprehensive, Karamat Street, Tunapuna

* Currently pursuing CXC O’ level English

Work Experience

2015 –Present BOA 1 Assistant (OJT), Cumaca Roman Catholic Primary School

 Customer service

 Filing

 Microsoft suite

 Telephone operations

 Monthly reports

 Record keeping

 Administrative duties

2014 -2015 Geriatric Nurse, Little Flower Care for Elderly Patients.

* Bed baths
* Administering medication
* Patient hygiene
* Diet plans
* Patient therapy
* Insulin injections

 2012  Administrative Assistant, National Open School of Trinidad and

Tobago, Valencia Secondary, Valencia.

 Customer service

 Filing

 Microsoft suite

 Telephone operations

 Monthly reports

 Record keeping

 Preparing payroll

 2007-2010 Supervisor, Hearty Foods Limited, Corner of Queen and Sorzano Street, Arima.

 Preparing payroll

 Bank deposits

 Customer service

 Staff training

 Store Management

 Telephone operations

 Data entry

 Store maintenance

 Stock inventory

 Computer cashing

 Cash control

 Daily cash audits

 Cash reconciliation

References

* Roger Robinson, Prison Officer, Youth Training Center, 768-3649
* Paula Deacon-Gomez, Principal Primary, Cumaca R.C. Primary School, 765-3884

Interests and Activities

I have a special interest in Teaching and educating others. I currently teach young men in my community to read and write.

Hobbies

Cooking, baking, craft making, charitable activities and Christian service.

Computer Skills

 Concepts of Information Technology (IT)

 Using the Computer and Managing Files

 Word Processing

 Spreadsheets

 Database Presentation

 Information and Communication