**STACY- ANN ROBERTS**

52 ROBERTS STREET, CAP DE VILLE

POINT FORTIN, TRINIDAD, WEST INDIES

TELE: **1 868 648 2457 MOBILE: 1 868 328 4529**

EMAIL: [stacyroberts@live.com](mailto:stacyroberts@live.com) / [tehilla707@gmail.com](mailto:tehilla707@gmail.com)

**Professional Profile:**

I am a reliable and hard working individual with leadership and organizational skills; I enjoy teamwork and the challenge of a new and demanding work environment, conscientious with the ability to maintain a consistently high standard of work in all situations. I am responsible, determined and a quick learner, able to work independently or within a team.

I am an honest and focused individual who is flexible with strong aptitude to undertake and learn new tasks set before me.

I am an excellent communicator who has demonstrated a high degree of initiative, self-motivation and exceptional interpersonal skills. I am currently looking for an opportunity to use and expand my existing skills in an organisation offering opportunities for great development.

**Employment Data:**

Feb 2015 – Feb 2017 **Point Fortin Magistrates Court (Judiciary of Trinidad and Tobago)**

(On The Job Training Programme)

Duties: Ticket, Summons and Booking Clerk, Assisting in the Records Department (Occasionally) and Front Counter Assistant etc

May 2008 – May 2010 **K & S @ Law Solicitors (Commissioners & Oath)**

***& Secretarial/Personal Assistant to the Principal of the Law Firm***

July 2012 – Feb 2013 Duties: Telephone Communication, Data Entry, Client Consultations, Typing & Filing, Posting and Recording Data, Court Listings, Prep for Court Hearings, Time Recording,, Administrative Duties…etc

2007 - 2008 **National Insurance Board of Trinidad & Tobago**

***Clerical Insurance Administrator***

Duties: Systems Update, Typing & Filing, Record History, Administrative duties etc

2005-2007

**Health-Net Medical Limited.**

***Receptionist / Office Clerk***

Duties: Managing Files & Records

Appointments Bookings, Office Administration

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**Caribbean Examination Council**

Principles of Business

Social Studies

Food & Nutrition

**University of Cambridge International Diploma in IT Skills (UK)**

Diploma in Information Technology

(E.C.D.L in I.T Studies)

Microsoft Packages, CD Rom etc

**University of the West Indies (Trinidad & Tobago)**

**Point Fortin sub division….short course**

Concepts of Philosophy in Human Resource and H.R.M objectives

Compensation, Benefits, Administration & Industrial Relations.

Customer Services

Recruitment, Selection, Termination

Employee Relations & Organisational Skills Development

**School of Theological Studies (Trinidad & Tobago)**

Certificate in Theology.

History.

**NEW WINE INTERNATIONAL (U.K)**

Hospitality Service Training.

**MORLEY COLLEGE (WATERLOO) (U.K)**

Modern Media & Broadcasting Short Course with (BBC) British Broadcasting Communication

**THE JUDICIARY OF TRINIDAD AND TOBAGO**

Certificate in Fire Warden Training

**Key Skills:**

* Organisational and Leadership Skills
* Communication Skills
* Timekeeping
* E.C.D.L in I.T Studies. ( Microsoft Packages )
* Fire Warden Training (Judiciary)
* Youth Enhancement Skills, Community Service
* Customer Service (15+years)
* Counsellor for troubled teens in my Community
* Media Presentation
* Broadcasting and Interviewing…(Hands on Skills)

**ADDITIONAL INFORMATION:**

* Reading & Journalistic Writing
* Volunteering in Community Work...(Working with Troubled Youths in my Community)
* Music Training….(Playing the Piano)
* Travelling (Locally & Abroad)
* Meeting new people
* Experiencing new cultures
* Event Coordinating
* Sporting Tournaments

REFERENCES AVAILABLE ON REQUEST