‍‍Rheann Merika Riviere 130 Main Road, Todd’s Road, Chaguanas | rheannriviere@yahoo.com | 1(868)730-2965

Objective

* Dedicated administrative professional with excellent customer service skill and extensive knowledge of bookkeeping procedures seeking to obtain knowledge of the day-to–day work of a business

Education

University of the southern Caribbean | 2016-2019

* Bachelor of Science in Accounting

UPPER LEVEL EDUCATIONAL INSITITUE LIMITED

Caribbean advanced Proficency Examinations (CAPE)| 2015 – 2016

* Accounting Unit 2: Grade 1
* Management of Business Unit 2: Grade 1
* Caribbean Studies: Grade 1
* Economics Unit 2: Grade 2
* Accounting Unit 1: Grade 1
* Management of Business Unit 1: Grade 2
* Economics Unit 1: Grade 2
* Communications Studies: Grade 3

Tranquillity Secondary school

Caribbean Secondary examination Certificate | 2014

* Principles of Business: Grade 1
* Principles of Accounts: Grade 1
* Integrated Science: Grade 1
* Mathematics: Grade 2
* English: Grade 2
* Information Technology: Grade 2

Work Experience

HAND ARNOLD credit union co-operative society limited |February 2017- Present

DATA ENTRY CLERK

* Updating member’s files
* Registering new members
* Preparing member’s statements to be mailed out.

Volunteer experience

* Trinidad and Tobago Police Youth Group
* Habitat for Humanity

Educational Highlight

* Merit certificate in Management of business 2016
* Senior prefect for the year 2016
* Toronto Public Library Introduction to 3D graphic design course 2016
* Honor roll student 2015 & 2016
* Basic Make-up course 2015
* Valedictorian of the graduating class of 2014
* Most outstanding student 2014
* Geography award 2012
* Geography Teamwork Achievement 2012
* 2nd runner up, Electrical and Electronic Technology Competition 2011

Membership/Affiliation

* Trinidad and Tobago Police Youth Group
* Sixth Formers’ Association Services
* The Girl Guides Association of Trinidad and Tobago
* Trinidad and Tobago Habit for Humanity

Co-Curricula Activates

* Volunteering at habitat for humanity
* Tutoring

Skills

* Proficient with Microsoft Word, Excel and PowerPoint
* Leadership skills
* Critical thinking skills
* Time Management Skills
* Strong work Ethics
* Adaptability

References

* Simon Carimbocus Simon’s Musical Supplies (owner) 59 St. Vincent Street, Port of Spain. 1(868)625-9361
* Gail Riviere Trinidad and Tobago, Ministry of Foreign Affairs Consult General 64 Romain Land, Morvant. 1(647)269-8001