**Samantha Yearwood**

**Email: yearwoodvsamantha@gmail.com**

**Address: LP 15 D, Hillview Drive,**

**Mon Repos Road,**

**Morvant.**

**Telephone: 1-868-320-0230**

***RESUME***

***Objective* : Interested in obtaining employment within your business organization and be a valuable asset**

**in the position I shall hold.**

***Education***

**University of the Southern Caribbean Maracas, St Joseph**

**Bachelor of Social Science (Present)**

**Major: Social Work**

**Minor: Psychology**

**Elder’s Classes Port- of-Spain**

**Sixth Form Subjects (CAPE) 2010-2012**

|  |  |
| --- | --- |
| ***SUBJECT*** | **GRADE** |
| * **Caribbean Studies** | **III** |
| * **Communication Skills** | **IV** |
| * **Sociology Unit I and II** | **V** |

**Bishop Anstey High School Port- of Spain**

**O’Level Subjects (CXC) 2005-2010**

|  |  |
| --- | --- |
| **SUBJECT** | **GRADE** |
| * **Mathematics** | **III** |
| * **Biology** | **III** |
| * **English Language** | **II** |
| * **Social- Studies** | **II** |
| * **Literature** | **III** |

***Professional Experience***

***Secretary Support Relief***

# **Office of the Chief Personnel Officer**

# **Valpark Building,**

# **#76-78 St.Vincent Street,**

# **Port of Spain.**

# **Ms. Bethal John (Supervisor)**

# **623-1621-9 Ext 204**

**May 2016 –May 2017**

* **Answering calls, taking messages and handling correspondence**
* **Typing, preparing and collating reports, letters**
* **Filing**
* **Acting as a receptionist and/or meeting and greeting clients**
* **Photocopying, scanning and faxing documents**
* **Prioritizing workload**
* **Store information in databases for easy access and retrieval**
* **Find files, reports and correspondence**
* **Assist with any other work assigned**

# ***Data Entry Clerk/Customer Service Representative***

# **Ministry of Social Development and Family Services**

# **Silver Mills,**

# **Eastern Main Road,**

# **San Juan.**

# **Esther Sidney (Supervisor)**

# **623-2608 Ext 1504**

# **May 2015 –May 2016**

* **Prepares source data for computer entry by compiling and sorting information**
* **Processes customer and account source documents by reviewing data**
* **Enters customer and account data, and scan documents.**
* **Verifies entered information by reviewing, correcting and reentering data**
* **Assist customers with information**
* **Answering calls, taking messages and handling correspondence**
* **Identify and assess customers’ need to achieve satisfaction.**
* **Assist in any other work which is assigned**
* **Acting as a receptionist and/or meeting and greeting clients**
* **Store information in databases for easy access and retrieval**

# **Secretary/ Business Operation Assistant**

# **Ministry of Social Development and Family Services**

# **# 45 A-C Nahous Building**

# **St.Vincent Street**

# **Port-of-Spain**

# **Ms. Anne-Marie Quammie –Alleyne (Supervisor)**

# **623-2608**

# **October 2014– April 2015**

* **Answering calls, taking messages and handling correspondence**
* **Typing, preparing and collating reports, letters etc.**
* **Filing**
* **Acting as a receptionist and or meeting and greeting clients.**
* **Distributing files, memorandums and correspondence to different divisions**
* **Transferring calls to respected persons.**
* **Organizing and servicing meetings**
* **Liaising with relevant organizations and clients to collect cheque /or get information.**
* **Collect record and store personal and confidential information**
* **Inventory on stocks for my division**
* **Distributing files, reports letters to respected personnel**
* **Assist with any other work assigned**
* **Answer customer queries or route queries to personnel**
* **Store information in databases for easy access and retrieval**

# ***Clerical Assistant***

# **On the Job Training Programme**

# **Ministry of Social Development and Family Services**

# **ANSA MC AL Building**

# **#69 Independence Square,**

# **Port –of-Spain**

# **Mr. Dennis Williams (Supervisor)**

# **627-8918**

**August 2012 – August 2014**

* **Answering calls, taking messages and handling correspondence**
* **Typing, preparing and collating reports, letters memorandums etc.**
* **Acting as a receptionist and/ or meeting and greeting clients.**
* **Filing**
* **Photocopying, scanning and faxing documents**
* **Enter information into database**
* **Managing customer’s inquiries**
* **Inventory on stocks within my department**
* **Take minutes at meetings, conferences etc.**
* **Assist with any other work assigned**
* **Distributing files, letters, reports to respected personnel**

***Computer Skills***

**Microsoft Word**

**Microsoft Excel**

**Microsoft PowerPoint**

***Additional Skills:***

* **Excellent written and verbal communication skills**
* **Time Management**
* **Ability to Multi-Task**
* **Responsible**
* **Loyal and Discreet**
* **Self Motivated**
* **Team Player**

***Hobbies:***

**Reading and Netball**

***References***

**Name: Bethel John**

**Company: Office of the Chief Personnel Officer**

**Position: Senior Human Resource Adviser**

**Contact: 623-1621 Ext 204, 202**

**Name: Christel Noel**

**Company: Sixth Form Government School Polytechnic Institute**

**Position: Teacher**

**Contact: 787-8684**