***Carleen Cathrine Waldron***

**LP #63 UPPER LAYAN HILL, BELMONT**

**Port of Spain, Trinidad**

**1-868-362-9511 / 1-868-306-6215**

[**carleen.waldron18@gmail.com**](mailto:carleen.waldron18@gmail.com)

**OBJECTIVE:** To achieve overall professional development, through the knowledge and skills I possess and be a valuable asset to any establishment that seeks my services. Also to be a high performing member of a dynamic organization where my skills will be fully utilized and my fullest potential realized.

**SKILLS**

* Problem Solving
* Stress Management
* Customer Service
* Time Management

**PERSONAL ATTRIBUTES**

* Extremely respectful to seniors, colleagues and customers
* Demonstrated sound work ethics
* Very honest and trustworthy

**RELATED EXPERIENCE**

**Receptionist / Clerical Assistant | Adult Literacy Tutor Association | 2016 – Present**

* Respond to open inquiries
* Assist in the preparation of meetings, conferences and conference calls
* Maintain an sufficient inventory of office supplies
* Provide general administration services to make sure efficiency and effectiveness
* Receive, direct and relay telephonic and fax messages
* Direct the personal and the general public to the suitable staff member
* Pick up and carry the mail
* Open and date stamp all kinds of correspondence
* Develop and maintain a precise filing management system

**Senior Camp Counselor | EPL Properties Complex | July 2015 – August 2015**

* Escorted and monitored children on field trips to swimming pools, amusement parks, and outdoor recreational parks
* Counseled children displaying unruly behavior on the importance of respect, kindness, and understanding through positive reinforcement
* Informed parents of children's behavioral and observed social withdrawal issues
* Participated with children in activities such as singing, sports, board games, and storytelling
* Mentored and tutored children on math, reading, and speech

**Education**

**Tranquillity Government Secondary 2010-2015**

Information Technology I

Mathematics I

Principles of Account II

English A III

Principles of Business III

**References**

**Karelle Clark**

**Adult Literacy Tutor Association**

***Administrator***

**Tel 1-868-497-4847**

**Keith Simon Cpl 12458**

**Caroni Police K9 Station**

**Police Officer**

**Tel 1-868-361-4953**