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| --- | --- |
| LA TOYA NICHOLA ROBERTS |  |
| SALICK TRACE GONZALES VILLAGE GUAPO |
| 868-280-5103 ▪ lroberts\_21@yahoo.com |  |

Objectives

To build a better individual

Experience

Administrative Assistant

▪2012-2016

Robert General Contractors Limited

▪ Gonzales Village Guapo

* DATA ENTRY
* TENDERING OF DOCUMENTS FOR NEW CONTRACTS
* COMMUNICATING WITH PERSPECTIVECLIENTS
* KEEPING BOOKS AND DOCUMENTS UP TO DATE

Executive Sales Representative

GREENDOT LIMITED 2012

Port of Spain

* SALES OF INTERNET SERVICES TO BUSINESS OWNERS
* MAKING COLD CALLS
* UPDATING CUSTOMER RECORDS
* RESOLVING CUSTOMER ISSUES

Client Relations Officer 2016-2018

SOUTH WEST REGIONAL HEALTH AUTHORITY

* CLERICAL WORK
* DATA ENTRY
* QUALITY INPROVEMENT

Education

**Open Bible High School**

June 2007▪ CXC

* MATHEMATICS GRADE 3
* ENGLISH LANGUAGE GRADE 3
* SOCIAL STUDIES GRADE 2
* GEOGRAPHY GRADE 3

**COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO**

* DEGREE IN GEOGRAPHIC INFORMATION SYSTEMS (final year)
* COMPUTER LITERACY
* LIFESKILLS
* ACADEMIC WRITING
* INTRODUCTION TO SPREAD SHEETS
* MICROSOFT EXCEL
* MICROSOFT WORD
* ENVIRONMENTAL STUDIES
* PRINCIPLES OF CARTOGRAPHY
* WORK PLACE COMMUNICATION
* SPANISH
* SPATIAL DATABASE
* ENVIRONMENTAL LAW
* SOCIOLOGY

**REFERENCE**

RICARDO GONZALES

TEACHER

POINT FORTIN EAST SECONDARY

LINDA SAWH

QUALITY COORDINATOR

SOUTH WEST REGIONAL HEALTH AUTHORITY

301-5505

CHERYL ANN NOEL

MANAGING DIRECTOR

ROBERTS GENERAL CONTRACTORS LIMITED

220-5661