**OBJECTIONS:**

To pursue a career in a dynamic organization that will allow me to utilize my knowledge to both parties.

**EDUCATION:**

**2005 – 2010 - Gasparillo Secondary School**

**Secondary**- Caribbean Examination Council - (O’Level)

Mathematics

English Language

Principles of Business

Technical Drawing

Integrated Science

Building Technology

**WORK EXPERIENCE:**

**February 2016 – Presently** - **National Energy Skills Center**

Stores Attendant (Maintained the title of Field Officer)

Duties Included:

* Undertake packing, shipping, receiving and dispatching operations in accordance with established guidelines
* Inspect equipment, materials and supplies for quality, counting, weighing and/or marking articles with identifying codes, figures or letters as required
* Plan, arrange and rotate stock for convenience of handling and prevention of deterioration and spoilage, and with consideration for safety and security
* Assemble, test, modify, adjust and/or repair articles carried in stock
* Process requisitions, fill orders and issue supplies in accordance with applicable guidelines
* Prepare, maintain and review inventory records and related documents, preparing reports and recommendations as required
* Relay data and/or information in a timely manner so as to facilitate further processing activities
* Communicate with suppliers and internal personnel to ensure the timely delivery of supplies
* Ensure that the stores environment is maintained in a clean and tidy manner, ensuring compliance with safety regulations

**February 2015 – January 2016** - **National Energy Skills Center**

Purchasing Assistant (Maintained the title of Field Officer)

Duties Included:

* Manage information to support department operations and meet organization requirements
* Prepare a wide variety of reports and written materials to document activities and/or convey information
* Develop and maintain confidential or complex files
* Compile documentation and perform related production services
* Prepare and coordinate mail, facsimile and express packages
* Interpret and advise internal and external customers on rules, regulations and processes
* Facilitate and participate in meetings, workshops and seminars as assigned
* Maintain action items and follow-up on timelines and deliverables
* Order equipment, supplies and materials
* Manage calendars, prioritizing appointments and issuing reminders as required
* Screen visitors and callers, providing directions and advice as required
* Relay data and/or information in a timely manner so as to facilitate further processing activities
* Provide support to relieve supervisor of minor/routine duties

**May 2013 – Presently** - **National Energy Skills Center**

Field Officer

Duties Included:

* Achieve response target of seventy-five (75) registrants per month
* Ensure accurate recording of responses from registrants.
* Work cordially with team mates.
* Achieve positive interaction with respondents for the designated area.
* Deliver appropriate and timely feedback to respondents
* Properly secure and maintain assigned equipment
* Maintain professionalism throughout field visits.

**June 2012 – August 2012 - Marcwill Limited**

Order Clerk

Duties Included:

* Manage information (invoices and customer files) to support department operations
* Compile documentation and perform related production services
* Prepare and coordinate deliveries to respective customers
* Advise internal and external customers about processes and order information
* Maintain action items and follow-up on deliverables
* Provide support to supervisor and perform any related duties

**July 2011 – August 2011** - **Marcwill Limited**

Order Clerk

Duties Included:

* Manage information (invoices and customer files) to support department operations
* Compile documentation and perform related production services
* Prepare and coordinate deliveries to respective customers
* Advise internal and external customers about processes and order information

**ADDITIONAL INFORMATION:**

Trained by NESC in Inventory Management

Received training for the use of Microsoft Dynamics: Database Inventory and ReQlogic

**HOBBIES:**

* Cycling
* Football
* Drawing
* Playing the drums

**REFERENCE:**

**Albert Cooper**

Penal Rock Road

Penal

Contact# 473-7999

**Carl McLean**

Concord Road

Point-a-Pierre

Contact#: 658-7412