Kadeshah Cornwall

**Address 1**: #1 Tom Trace,Cap-de-ville Village, Point Fortin Trinidad and Tobago.

**Other Names**: Tisha, Sally- Ann

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**Email Address**: ckadeshah@gmail.com

Education

**College Of Science Technology, Applied Arts Trinidad And Tobago 2012-2015**

**Holy Name Convent Secondary School Point Fortin** **2006-2011**

**Point Fortin Seventh - Day Adventist Primary School 1999-2006**

Academic Qualifications

* **YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME.**

**CERTIFICATE**

**COURSE:**

* Patient Care
* **ENSAFE: INSTITUTE FOR HEALTH, SAFETY AND COUNSELLING TRAINING LIMITED.**

**CERTIFICATE**

**COURSE:**

* Standard First Aid, CPR and AED
* **GOTTI HSSE TRAINING & CONSULTING LIMITED.**

**CERTIFICATE**

**COURSE:**

* Fire watch & Fire Safety

**CXC / O’ Level Qualifications (7)**

**SUBJECT GRADE**

* English Language 1
* Food And Nutrition 2
* Principles Of Business 2
* Mathematics 3
* Biology 3
* Principles Of Accounts 3
* Spanish 3

**Work Experience**

**On The Job Training (Guapo Health Centre) Dec 2014- Aug 2016**

* Clerical Assistant
* Filing – Restacking patient notes according to numeric order and also pulling patient notes and setting it in order.
* Answering Phone Calls – Picking up office phone whenever it rings and taking any message whenever necessary.
* Preparing and Managing clinics – Getting patients notes off shelves according to filing system, setting them in order according to their numbers and stacking them according to various clinics and clinic dates. Reading doctors/ nurse’s order and writing various appointment dates on clinic cards. Tallying after every clinic
* Typing- Doing up any document when asked by the supervisor such as letters or any personal document.
* Completing reports such as monthly, yearly and quarterly for the Health Centre, completing the matrix at the end of every week to submit on the first day of the next and also completing the return of personnel at the end of each month.
* Photocopying-Whenever requested.

**On The Job Training (Quality Department A.H.P.F) Nov 2014- Dec -2014**

* Customer Service Representative
* Photocopying documents and preparing package.
* Assist the public with queries and complaints.
* Answering and taking telephone messages.
* Filing.
* Typing public complaints and emailing it to the Quality Personnel and typing letters.

**On The Job Training (Area Hospital Point Fortin) Aug 2014 – Nov 2014**

* Clerical Assistant
* Assist staff members put together medical records.
* Pulling and filing away files in the medical records department.
* Assist Clinic Clerks in the various clinics in giving appointments.
* Occasionally type up documents.

**Fabric Land Trading Company Limited & Home Land Furnishings. April 2016 – Dec 2017**

* Cashier
* Greet customers when entering or leaving establishment.
* Ensure pricing is correct, Scan goods and collect payments whether cash, credit or check.
* Issue change, receipts, and or refunds. Redeem any stamps or coupon. Bag items carefully.
* Balance cash drawer before and after shift. Settle linx machines every day.
* Total and balance daily cash & linx receipts. Secure deposits bags and slips until ready for collection by authorized personnel.
* Answering and taking telephone messages.
* Occasionally fax and photocopy documents when necessary.

Skills

* Computer Literate
* Knowledgeable in Spanish
* Outgoing and Friendly
* Always give 100% Customer Service
* Sporty / Active in extra-curricular activities
* Good at Public Speaking
* A Team Player
* Quick Learner
* Possess the ability to Multi-task
* Swift & Efficient Worker

Hobbies

* Reading Novels
* Sporting Activities
* Communicating and Interacting with others
* PC related activities
* Cooking
* Baby sitting

References

**Nakisiah Amoroso**

Family Planning Clerk

Ministry Of Health

+1-868-482-7099/+1-868-772-1481

**Jayce Neverson**

Medical Orderly

South West Regional Health Authority

+1-868-309-6548

**Waheeda Abdool-Solomon**

District Health Visitor

South West Regional Health Authority

+1868-323-2436