**ANNEVIA MUNROE**

#44 Cemetery Road

Cap-de-Ville Point Fortin

Mobile: (868 364-9967) or (868 353-4466)

Email: [nevia@live.com](mailto:nevia@live.com)

**Objective**:

***To become a well rounded individual who will be an asset to my employer and one who forges an excellent work relationship with colleagues an always seek ways to improve knowledge and my skills.***

**Education/ Qualifications**

* Currently Perusing Certificate in Business Management - University Of The West Indies Open Campus (September 2014- September 2019)
* Point Fortin Secondary- Caribbean Examination Council (September 2003- July 2008)

Principle of business Office –Administration Human & Social Biology Social-Studies English Food & Nutrition Home Management.

* Certificate of Participation Premium Client Care Training Ministry of Social Development and Family Services( June 2017)
* Life Skills Training On the Job Training (OJT)
* Certificate Food and Beverage Hospitality and Tourism (March- September 2008) Multi- Sector Skills Training Programme (MUST)
* Certificate of Achievement Micro Entrepreneurship Youth Training and Employment Partnership Programme (YTEPP)
* Certificate of Achievement Geriatric Adolescent Partnership Programme (July 2008- October 2008)
* Computer Literacy National Energy Skills Center (NESC)

**Experience**

**Office Support Assistant**

**Ministry of Social Development and Family Services**

**4th May 2015 - 1st September 2017**

Responsibilities

Collect, sort and distribute incoming mail, documents packages and other materials.

Performs all photocopying work

Greets and direct visitors to appropriate officers/meeting rooms and operates systems for the receipt and routing of calls

Performs other related functions as required inclusive of shredding, binding and stapling documents.

**Food and Nutrition Assistant (OJT) Training on the Job Training**

**Southern Main Road Vessigny Government Secondary School La Brea.**

**3rd September 2012 - 2nd September 2013**

*Responsibilities*

Assists with Inventory

Assists with practical activities during class session guided by subject tutor

Works with Lab Assistant to ensure items requested for practical sessions are laid out ensure electrical equipment are functional.

Compiles with Lab Assistant, requisition list for grocery items.

**Lane Replenisher**

**Massy Stores, Corner South Trunk Road and Bamboo Bay Road La Romain.**

**16th December 2013 - 31st March 2014**

*Responsibilities*

To keep grocery items stocked throughout the store.

To provide quality customer service by preparing and presenting products in the manner, variety, size and quality prescribe by the department standards.

To greet customers and provide them with prompt and customers service or assistance needed.

**External Invigilator**

**The University Of Trinidad and Tobago**

**Pt Lisas Campus**

**6th December 2010 – 14th September 2012**

*Responsibilities*

To ensure that the rooms under their preview are properly laid out

To read out all instructions and announcements to candidates as outlined

To organize the collection of scripts so that the process is as efficient as possible, and ensure that all scripts are counted and recorded on the assigned sheet

**Office Clerk**

**The University Of Trinidad and Tobago**

**Pt Lisas Campus**

**16TH August 2011- 2nd September 2011**

*Responsibilities*

*Assist with general filing*

*Performs any other tasks as may be requested from time to time*

*Acts as the telephone Operator/ Receptionist as directed*

**Wrapper**

**Tang Hap Supermarket, Cap-De-Ville Main Road, Point Fortin**

**10th November 2008 - 31st January2009**

*Responsibilities*

To provide friendly courteous and helpful service

To assist customers check stand and bagging groceries

To provide a carryout service to customers

**References**

Stevanne Joseph

Technical Vocational Teacher

Point Fortin West Secondary School

Mobile (868 734-1447)

Dyann Barras

Full Time Lecturer

University of the West Indies

Mobile (868 767-9083)