**KERRE MATA**

2 Sobrian Street

Siparia

388-2412/ 270-2340

matakerre@yahoo.com

*S*eeking to develop technical and professional experience within your organization.

**Education**

CXC English **Grade 1**  2010

Electronic Document Preparation Management **Grade 1**  2010

Principle of Business **Grade 3**  2010

Office Administration **Grade 3**  2011

Social Studies **Grade 3**  2012

**Professional Experience**

2016 Elections and Boundaries Commission (Poll Clerk)

* Data entry
* Notify colleagues of the voters name.

2015 Elections and Boundaries Commission (Information Officer)

* Provide voters with guidelines

5 March -7 September 2012 On- the- Job Training Programme (OJT) -Administrative Assistant

* Maintain and update records
* Review files and records to answer requests
* Making calls and scheduling appointments
* Checking and distributing documents and correspondence
* Making deposits
* Photocopying, scanning and facsimile machines
* Sending emails

**Additional Skills**

* Microsoft Office Applications

**REFERENCES**

Mr. Antoine Anderson

Lecturer

School of Psychology

Faculty of Social Science (University of the Southern Caribbean

Contact: 668-0021 / 662-2241/2

Mrs. Lynette Buffong

Engineer

T& Tec

Warehouse Central California

King Village California

Telephone Number: 620-8436

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Kerre Mata