#64 COVIGNE ROAD \* DIEGO MARTIN \* (C) #280-5075( H)#223-1835

**DARLENE V. GARCIA**

CAREER OBJECTIVE

My objective is to join a dynamic corporation that would allow me the opportunity to be a significant contribution in the success of that organization.

PERSONAL INFORMATION

**Marital Status:** Married

**Date of Birth:** 8th December, 1985

**Personal Skills:** Team player, Great communication skills, Good

ethical and moral values, Computer literate.

**EDUCATIONAL BACKGROUND**

South East Port of Spain Secondary School

QUALIFICATIONS

Mathematics 2

English 3

Principles of Accounts 3

Principles of Business 3

History 3

WORK EXPERIENCE

**Guardian Group Insurance Company - New Business Assistant (Temp.)**

*July 2014 - Dec. 2014*

**Job Duties:** Updating Medicals on system Answering Queries, Scanning Documents, Assisting with mail.

**Pan American Life Insurance – Cashier (Temp)**

*Oct. 2013 - Jun 2014*

**Job Duties:** Cashing Daily , Auditing

**Ministry of Community Development - Act. Clerk 2**

**July 2008 - Oct 2013**

**Job Duties:** Purchasing, Writing Invoices, Payroll, Data Entry

**ALGICO – Clerk 2**

*July 2006 - June 2008*

**Job Duties:** Cashing , Data Entry, Processing Payments, Refund Cheques, Monthly and Yearly Reports, Customer Service.

**Republic Bank– Peak Time**

*Oct. 2005 - April 2006*

**Job Duties:** Customer Service, Preparing Cheques, Support Staff,

**Direc One – Telemarketer**

*Dec. 2004- Mar. 2005*

**Job Duties:** Telemarketing - Customer Service - Selling Products

**Ministry of Science Technology and Tertiary Education**

*April 2004 - Oct 2004*

**Job Duties:** Customer Service, Data Entry, Assisting Managers, Sending and Receiving Documents.

References

Acklyn Adams

Accountant

The trinidad guardian

#721-1581

Dexter Taylor

Manager RBCRBTT

784-8598