**SHINELLE FLOYD**

#433 Erin Cap-de-Ville Road, Buenos Ayres via POINT FORTIN Phone: (868)-337-4301 Email: shinellefloyd92@gmail.com

**WORK EXPERIENCE**

**Siparia West Secondary School --** *Clerical Assistant July 2012 - August 2012*

* Created databases with the use of Microsoft Excel for incoming students
* Distribution of rental textbooks and exam results
* Printed and scanned documents
* Managed the office’s filing system

**EDUCATION**

**College of Science, Technology and Applied Arts of Trinidad and Tobago (South Campus)**

AAS. Operating Systems Management *(2017)*

**National Energy Skills Center (Debe Campus)**

Microsoft Office Specialist Certificate *(2013)*

**Holy Faith Convent, Penal**

(CAPE) Certificate of Advanced Proficiency Examinations (6 units) *(2011)*

(CSEC) Caribbean Secondary Education Certificate (5 subjects) *(2009)*

**SKILLS**

* Good Organizational and Administrative skills
* Excellent in Internet Research
* Microsoft Word, Excel, Access, PowerPoint, Outlook, Sharepoint
* Programming using Netbeans
* Web Design using HTML, XHTML, CSS, JavaScript, MySQL, PHP, phpMyAdmin

**INTERESTS**

* Blogger May 2017-Present
* Point Fortin Civic Center Football Club 2005-2011
* Holy Faith Convent, Penal Young Leaders , Project
* Holy Faith Convent, Penal Football Club