ARIANA JOSEPH

#3 Cedarwood Drive, Coconut Drive, Morvant.

TELEPHONE NO:320-0567

EMAIL ADDRESS: ariannajoseph19@gmail.com

# Objective

*To enhance my knowledge, understanding and also to gain more experience in the world of work; so that I may be able to apply my skills meaningfully.*

# Experience

***Samoroos Limited***

*23rd January - 16th February 2015*

*Sales clerk Part-time*

***Administrative Assistant with MUST at Lifestyle Motors***

*18th May - 19th August 2015*

*Administrative Assistant*

* *Data Entry*
* *Filing*

***On The Job Trainee at Trinidad and Tobago Postal Corporation***

*1st December 2015 - 25th April 2016*

* *Field Officer*
* *Data entry*

***On The Job Trainee at Northwest Regional Health Authority***

***St Ann's Psychiatric Hospital***

*26th April 2016 – 30th November 2017*

*Clerical Assistant*

* *Data Entry*
* *Filing*
* *Typing of Letters*
* *Answering telephones*
* *Taking information*
* *Planning meetings*

# Education

***Success Laventille Secondary 2009 - 2014***

*Human and Social Biology……Grade 3*

*English………………………… Grade 3*

*Social Studies……………………Grade 3*

# Awards and Acknowledgements

*RBC Young Leaders Certificate of Distinction Year 2013*

*Ministry of Health Prevention and Management of Aggression and Violence*

***OFFICE SKILLS***

* *Typing*
* *Filing*
* *Data Entry*
* *Using Microsoft Word And Excel*
* *Answering Telephones*
* *Communication*

***REFERENCES:***

*Norma Harewood-Clarke*

*1868 624-3158 or 1868 792-4391*

*Nursing Administrator 11*

*St Ann's Psychiatric Hospital*

*Dr. Raymond walcott*

*1868 768-1828*

*Minister of Religion*

*MT. Carmel Key Cornerstone*

*Haroon Khan*

*1868 714-9269*

*Hospital equipment supervisor*

*St Ann’s Psychiatric Hospital*