**Curriculum Vitae**



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|  | **Name** | Crisianne Gilbert |
| **Address** | Lp #20 Upper Village,  Blanchisseuse |
| **Telephone number** | 868 688-3327/ 362-0607 |
| **E-mail** | 5star.crisie@gmail.com |

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| **Education**  **and Qualifications** |  | **Conservation Civilian Corps (CCC)/ Trinizuela College (2015-2016)**  - Certificate: Secretarial Studies (collection pending)  **Muli-Sector Skills Training Programme (M.u.S.T) (Marh 2014 - August 2014)**  - Certificate: Front Desk (collection pending)  **East Mucurapo Secondary School (2009 - 2010)**  - Principles of Business (Grade 2)  - Human and Social Biology (Grade 3)  **Mucurapo West Secondary School ( 2007 - 2009)**  - English A (Grade 1)  - Social Studies (Grade 2)  - Visual Arts (Grade 2)  - Integrated Science (Grade3) |
| **Experiences**  **and Duties** |  | **Blanchisseuse Secondary School**  **-** Assistant Supervisor (CSEC)  **•** Admission of candidates to the examination centre  • Seating of candidates  • Distribution of question papers  • Collection of scripts and test booklets at the end of each period  • Supervision of candidates  **Wonderful World Warehouse**  - Warehouse Attendant  • Sorting and handling of merchandise  **The Normandie Hotel, St. Anns.**  - Front Desk Trainee  • Greeting and interacting with guests/clients  • Assisting in reservations and guests check in/out  • Operating the switchboard  • Filing documents  • Receiving, sorting and dispatching letters, faxes, memos, parcels etc to staff and guests  • Requesting and receiving office supplies    **Pennywise Cosmetics Ltd , Charlotte St. P.O.S.**  *-*  Sales Clerk  • Interacting with and tending to customers  • Handling of merchandise  **Turtle Village Trust, Blanchisseuse. (Seasonal)**  - Game Warden  • Patrolling beaches and assisting turtles/hatclings  • Installing tags and GPS tracking devices  • Collecting and recording data on turtles |
| **Certificates** |  | **C.V.Q**  Certificate: Secretarial Studies (awaiting)  **C.V.Q**  Certificate: Front Desk (awaiting)  **C.X.C** Results Certificates  Certificate in Academic Achievement  Certificate of Merit (Academic Achievement in Art)  Certificate of Appreciation (Outstanding Academic Performance)  Certificates of Attendance |
| **Other Skills** |  | • Team player  • Excellent communication skills  • Excellent telephone etiquette  • Some computer skills |
| **Future Pursuits** |  | C.X.C Mathematics  Certificate in Computer Literacy |
| **References** |  | Nyvil Francis  #16260 Corporal of Police  Trinidad and Tobago Police Service  Sharon Debisette  President  Blanchisseuse Village Council  868 476-3096 |