RÈSUMÈ

Catherine Abiola Britto

#2518 Arthur Murray Crescent

Phase 3, La Horquetta

Arima

Home: 643-3578 Cell: 396-5961

Email: [britto.catherine086@gmail.com](mailto:britto.catherine086@gmail.com)

Objective: I am seeking a position where I can use my skills and knowledge so that I can

contribute positively to your organization.

Education: University of West Indies, St. Augustine (Sep.2010 –July 2013)

Sital College of Tertiary Education (Aug 2007 – May 2008)

North Gate College (Sep 2004-June 2006)

El Dorado Secondary School ( Sep 2001-June 2004)

Five Rivers Junior Secondary School (Sep. 1999 – June 2001)

Qualifications:

Sept. 2013. University of the West Indies, St. Augustine

Certificate in Public Administration

May 2008 Sital College of Tertiary Education

London Chamber of Commerce and Industry

Level 2 Diploma in Secretarial Administration

Work Experience:

July 2016 – Present Ministry of Rural Development and Local Government

Litter Prevention Warden

Arima Borough Corporation

\*Serve Litter Removal Orders

\*Serve Clean up Orders

\*Visit premises and serve litter and clean up orders to offenders

\*Educate the public about the Litter Act

* Type up monthly reports and other office duties where necessary
* Update station diary on a daily basis

Nov 2010- Jan 2016 Ministry of Local Government

Litter Prevention Warden

Tunapuna/Piarco Regional Corporation

\*Serve Litter Removal Orders

\*Serve Clean up Orders

\*Visit premises and serve litter and clean up orders to offenders

\*Educate the public about the Litter Act

Feb. 2010-Nov 2010. Tunapuna/ Piarco Regional Corporation

Labour Department

On the Job Trainee/ Clerical Assistant

\*Filing Correspondence

\* Data Entry

July – Nov.2009. Pizza Boys Group of Companies

Piarco International Airport

Kitchen Assistant

\* Assisted with food preparation

Feb. 2007- . March 2008 Public Health Department

County Medical Office, Arima

On the Job Trainee/ Clerical Assistant

\*Receiving customer complaints

\*Receipting Food Badges

Nov-Dec 2006. Hi Lo Food Stores El Dorado

Front End Attendant of Baggage Counter.

\* Attending to customers parcels

References:

Mrs. Yvette Smart

Retired Teacher I

Melville Memorial Girls School

625-1234

Ms. Elizabeth Rose

Retired Public Health Inspector III

Tunapuna/ Piarco Regional Corporation

687-2919

Ms Nazing Harvey

Primary School Teacher

Arima New Government School

370-0726