

EXPERIENCE

- **Legal Aid and Advisory Authority [LAAA]**

July 23rd, 2015-October 16th 2015; 1st March, 2019-currently

Data Entry Clerk (11/09/2019-currently)

- Ø Played a key role in scanning, verifying, and entering paper files into digital formats.
- Ø Assisted with helpdesk and computer network and hardware/software issues, and filtered emails
- Ø Conducted reference checks for projects
- Ø Conducted procurement activities and follow up with vendors and clients

**Clerical Assistant [accounts]
(23/07/2015-16/10/2015, 1/03/2019-10/09/2019)**

- Ø Managed filing systems, logging in and out files, and dispatching letters.
- Ø Prepared counsel fees department vouchers, scheduled and voted on important matters.
- Ø Efficiently dispensed cheques and handled various administrative tasks.

- **National Reforestation and Watershed Rehabilitation Programme [NRWRP].
December 7th, 2015 –January 5th 2018.**

Clerical Assistant [Accounts check staff]

- Ø Vetted and checked employee and employer bank forms, NIS, health surcharge, paysheets, and time books.
- Ø Provided support in addressing pay-re

EDUCATION

- ★ **Cipriani College of Labour and Cooperative Studies**

Diploma in Industrial Relations (In Progress)
February 2025 – Present

- ★ **Andrew's University via University Of The Southern Caribbean
(USC)-Maracas Royal Road, St Joseph.
September 2009-May 2014**

B.S. Biology; Minor: Business Administration

- ★ **Sixth Form Government School
Polytechnic Institute- Ethel Street, St James. September 2007-May 2009**

A levels (CAPE): Biology (Units 1 & 2), Management of Business (Units 1 & 2), Pure Mathematics (Unit 1), Caribbean Studies, Communication Studies

- ★ **Caribbean Union College Secondary School- Maracas Royal Road, St Joseph.
September 2002-May 2007**

O'levels (CXC) Mathematics, English A, Biology, Chemistry, Physics, Principles of Business, Spanish, Social Studies

SKILLS

- ★ - Proficient in Microsoft Office (Word, Excel, Outlook)
- ★ - Document preparation, meeting support, and file management
- ★ - Confidential records handling and communication
- ★ - ICT troubleshooting support and digital filing systems
- ★ - Research and reporting for administrative support related queries.

REFERENCES

- 1) Tamala Burgess – Accountant II,
LAAA – 290-9023 / 735-7468 –
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- 2) Linda Greene – Head Legal Services,
LAAA – 297-8615 / 723-6956 –
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- 3) Debbie Jurawan – Legal Officer Senior
II, LAAA – 297-8473 / 480-3200 –
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