

RASHEEDA LEANNA WASHINGTON

**#40, Belle Smythe Street
Curepe, Trinidad & Tobago.
Telephone: (868) 771-1794
Email: rasheeda.washington24@gmail.com**

10th September, 2023

Dear Sir/ Madam,

As an ambitious individual, I hereby ask to be duly considered as an applicant for a suitable position within your organization relevant to my training and work experience. I am a very hard-working individual who likes to see that jobs are done well and to the best of my ability. I find no difficulty in working as part of a team and can attend to any job efficiently thus enhancing my work environment.

I have attached my curriculum vitae, along with references that can attest to my character.

Sincerest Regards and Thank you,

Rasheeda Leanna Washington.

RASHEEDA LEANNA WASHINGTON

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Curepe, Trinidad & Tobago
Telephone: (868) 771-1794
Email: rasheeda.washington24@gmail.com

DEMOGRAPHICS:

- Date of birth: 14th September, 1988
- Gender: Female
- Marital Status: Single
- Age: 35

WORK EXPERIENCE :

Contract Caregiver (August 2022 - July 2023)

Select Home care Services

- All basic care giving duties.

Caregiver (December 2019 – November 2020)

Qual Care Nursing Services Tel: 335-5718/ 759-7165

- Assisting with all the needs of the patient (Inclusive of hygiene, exercise and nutrition.)
- Vital Signs / blood sugar testing and also providing mobility assistance.
- Monitoring / reporting of changes in the health and behavior of the patient.

Caregiver (October 2017 - October 2019)

Caring Hands Patient And Home Care Services Limited Tel: 325-3733

- Assisting with all the needs of the patient (Inclusive of hygiene, exercise and nutrition.)
- Vital Signs / blood sugar testing and also providing mobility assistance.
- Monitoring / reporting of changes in the health and behavior of the patient.

Temporary Clerical Assistant (December 2nd, 2016 - March 1st, 2017)

Ministry of Social Development and Family Services.

Assistant to the Public Assistance Clerk:

- All Clerical / Filing Duties related to this position.
- Sorting of files.
- Updating of register and files both manually and electronically.

Call Centre Agent (July 2015 – Oct 2016)

Prism Services (Trinidad) Limited

- Answer courteously inbound calls.
- Respond to customer inquiries.
- Generate customer interest in the services or products offered by the company.
- Provide personalized customer service by responding to the needs of the customers.
- Ensure feedback from the customer to further improve the customer services.
- Manage and update customer databases with the status of each customer.
- Evaluate problems of the customers and provide logical lasting solutions.
- Develop and maintain positive business relationships with clients.

Receptionist / Administrative Assistant (September 2011 – June 2014)

Sureway Weightloss Clinic

- Deliver excellent customer service, at all times.
- Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Coordinate office activities.
- Perform basic bookkeeping, filing and clerical duties
- Prepare daily, monthly and annual profit reports
- Provide general company and procedure information to potential customers
- Preparation of invoices, receipts and other such documentation.
- Schedule of day-to-day business activities.

Sales Clerk (May 2010 – February 2011)

R.A.C.E. TECH (Ravi's Alignment and Computer Entertainment)

- Customer Care – Provide customer care through courteous, efficient, and attentive service in a timely manner.
- Product Knowledge – Provide general knowledge of company merchandise, including, but not limited to, products carried, product information, and pricing.
- Sales – Create sales by assisting customers with product selection etc. Also receives and processes payments for sales on merchandise.
- Inventory Control – Maintain record of sales and inventory of stock. Also ensure merchandise reflects current price.

NIPDEC (Government Project)

Scanning Analyst (December 2009 – February 2010)

- Produce digital copies of documents for retention purposes.

Ministry of Labour – On the Job Training (October 2007 – September 2008)

1) Personal Clerk Assistant

- Performed all administrative work relating to the Personnel/Human Resource
- Resources desk

2) Dispatch Desk

- Receives stamps and records all incoming and outgoing correspondence
- Maintained dispatch register
- Assist in locating files

3) Administrative Clerk

- Received and filed correspondence
- Read and sort all correspondence
- Ensure all correspondence gets to Commissioner of Co-operative, Deputy Commissioner for Co-operative and other relevant officers
- Maintain filing system

4) Legal Clerk I

- Maintain files; prepare relevant documents for the registering of new co-operative societies.

QUALIFICATIONS:

School of Practical Accounting

- Administrative Skills Course
(Completed Successfully)

Forde College

Certified Nursing Assistant Course (April 2019 - October 2019)

- Completed Successfully

University of the West Indies School of Continuing Studies (2008)

Certificate in Computer Literacy

CUC Secondary School (2005 – 2007)

CXC General Proficiency

- Principles of Business (2)
- Human and Social Biology (3)

El Dorado Secondary School (2000 – 2005)

CXC General Proficiency

- English Language (1)
- English Literature (2)

REFERENCES:

- Mr. Stephen Contrera
Owner / Director
S.Contrera Transport
Tel: 488-2568
- Solange Eccles-Sims
Operational Finance/ Human Resource
Caring Hands Patient & Home Care Services Limited
Tel: 325-3733
- Richard Amow
Risk Surveyor
Corporate Risk Solutions
Guardian General Insurance Ltd
Tel: 682-0450 / 226-3584