

CONTACT

Olivia Holder

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

May 2022 - October 2025

- **Patient Care Assistant**
Medical Associates Hospital
Worked as a patient Care Assistant in a private hospital caring for patients, taking vitals, ECG, Prep patients for surgery, Post Surgical Care.

December 2023 - October 2024

- **Customer expert / part time**
Teleperformance Trinidad and Tobago
Took customer calls, transferred to technician when necessary, stored and updated customers information using CRM software system

May 2016 - September 2021

- **Geriatric Nursing Assistant**
St. Clair Medical, Qual Care Services
Cared for Patients in the comfort of their own homes, taking vitals, Cancer Care, respite care, Hypertensive/Hypotensive patient Care, diabetic patient Care. Post hospital discharge care

2012 - 2013

- **Teacher's Aide**
Ministry of Education/ Student Support Services Division
Assisted special needs students by reinforcing what was thought by teachers and creating study plans and guides for use with students

EDUCATION

2019 / 2021

- **Trinidad and Tobago private candidate CXC General Proficiency**
Human and Social Biology Grade 2, Office Administration Grade 3, English Language Grade 2, Principle of Business Grade 1, Social Studies Grade 2

2011

- **Spree Simon Regional Life Center**
Personal Disability Assistant
Proficiency Grade B+

2010-2011

- **Servol Vocational Life Center**
Home Health Aide/ Patient Care
Proficiency Grade A

2010

- **Servol Vocational Life Center**
Computer Literacy, Microsoft Word, Microsoft Office
Proficiency Grade A

SKILLS

- Quick learner and adapts easily to any setting, fit and energetic, hardworking with a positive attitude. Good Communication and interpersonal skills. Teamwork and Leadership skills developed through involvement in team activities. Professional attitude towards quality of work. Works well in a Competitive and challenging environment.

PROJECTS

- **All Saints Gordon Home**
Geriatric Nursing Care / Voluntary Service

REFERENCE

- **Akelia Joseph - North West Regional Health Authority**
Registered Nurse
1868-390-1863
- **Andrew William - Trinidad and Tobago Police Service**
Police Officer
1868-722-6128
- **Abigail Samuel Garcia - North Central Regional Health Authority**
Registered Nurse
1868-683-5543