

CONTACT



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EXTRA AND CO-CURRICULAR ACTIVITIES

- Treasurer of St. Mary's College Debating Society (2 years) (Grades: 11,12)
- Completed year-long Mandarin language course held at the University of the West Indies and hosted by the Chinese Ambassador Huang Xingyuan (2013-2014)
- Wrote a research paper investigating the effects of social media and networking on Trinidadian youths' relationships (1 year) (Grades: 11, 12)
- Lived abroad with a foreign host family in Paris and London to experience cultural and foreign language immersion (2012) (Grades: 11,12)
- Member of student Writer's Guild and Assistant Librarian at St. Mary's College (2 years) (Grades: 11, 12)
- Co-organized and volunteered for the 2011-'12 National Youth Parliament of Trinidad and Tobago (NYPTT) (1 year) (Grades:11)
- Voluntary tutoring of secondary school students in English, History, French and Creative Writing (4 years)(Grades: 9,10,11,12)
(writing comedy pieces, sketches and stand-up routines)

AWARDS

- Sir Ellis Clarke Award for Outstanding Community Service (2012)
- Top Economics Student 2012
- Top Business Student 2011-'12
- Top Communications Studies Student 2012
- Designer of the CLICO Credit Union 70th anniversary slogan

KEVIN ASSAM



WORK EXPERIENCE

JUN 2013 – PRESENT

Creative Content and Content Spartz Media - Mugglenet.com

Responsibilities:

- Creating and sourcing original content for use in editorials, viral features and social media
- Co-ordination, approval of content and head writer for Weddings & Food sections
- Reporting on statistics relating to MAUs, fan interaction and possible new features to add
- Researching and fact checking information for featured news section including interviews, press releases, breaking news and updates
- Correspondent for the Latin American/Caribbean region

JUN 2013 – AUG 2013

Editorial and Production Assistant Filtered Fashion Magazine - Woodbrook, Port-of-Spain, Trinidad and Tobago.

Responsibilities:

- Personal Assistant to CEO and Editor-In-Chief
- Co-ordinating and planning all social media projects, promotions and activities
- Working with writers, photographers, designers & stylists to create new content
- Writing public releases & press related statements regarding business promotions and launches
- Writing, editing and designing creative content for publication in the magazine issue

JAN 2013 – JUN 2014

Production Design & Public Relations Saleem Samuel Designs - Port-of-Spain, Trinidad and Tobago

Responsibilities:

- Assistant designer of chief clothing collection showcased at Jamaican Fashion Week 2013-2014
- Sourcing fabric and relevant materials from both local and regional suppliers
- Formulating branding and product strategy to assist in sales and public relations
- Writing website content, public releases and press related statements regarding the business' marketing and sales

JAN 2013 – JUN 2014

Researcher and Editor Dr. Gayle Kimball – Chico, California, USA

Responsibilities:

- Contributing primary data (interviews, written pieces, video) for publication on topics including youth activism, gender roles and their relationships to new media
- Sourcing and connecting new participants through digital media and in person to partake in studies



WORK EXPERIENCE (CONTINUED)

SEP 2011– DEC 2012

- Editing, proofreading and revising relevant chapters and providing feedback on both current studies and future publications which include "How Global Youth are Transforming the World"
- Gathering relevant data (secondary) to enhance existing subject matter covered throughout the study

Secretary & Co Treasurer of Management Team

St. Mary's College – Port-of-Spain, Trinidad and Tobago

Responsibilities:

- Performed close to 500 hours of Community Service
- Co-ordination of internal & external community service activities (eg. restoration of clock tower, beautification of grounds, food drives, local tutoring)
- Planning of fundraising events for local distribution & assistance (eg. food sales, 5K marathon, talent competitions)
- Assisting with the production of public relations strategies for activities (press releases, social media, local PSAs)

SEP 2011– DEC 2012

Secretary to College Dean

St. Mary's College – Port-of-Spain, Trinidad and Tobago

Responsibilities:

- Recording, archiving, writing and editing of materials for use by the dean
- Supervision of student activities (assemblies, sport meets, excursions, intra-club meetings)
- Co-ordination and planning of school events (Carnival Extravaganza, Fete with D' Saints, Sports Day, Career Guidance)
- Maintenance and implementation of form six attendance records and student database

JUN – JUL 2012

Delegate for Trinidad and Tobago

Global Young Leaders Conference – Vienna, Austria; Budapest, Hungary and Prague, Czech Republic

Responsibilities:

- Selected as one of the most competitive candidates by the Ministry of Youth and Gender Affairs for sponsorship and representation of the country
- Attended European GYLC to develop leadership and intercultural skills and participate in global forums concerning critical issues such as water conservation, education and youth activism
- Fundraised over \$30,000.00 to attend conference through corporate and individual sponsorship



EDUCATION

The University of the West Indies (2015-'18)

Department: Faculty of Social Sciences

Program: Leadership and Management Studies **GPA:** 3.72

Saint Mary's College (POS)

CAPE Subjects: Business, Economics, History, Caribbean Studies, Communication Studies

GPA: 3.85/4.0

Class Rank: 2nd (Top 2%)

REFERENCES

Mr. Enrico Rajah

Dean of Form Six,
Saint Mary's College (POS)

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