

OBJECTIVE

To use my experience in the areas of customer service, administrative, basic HR, and communication skills to effectively fulfill the requirements of the position

I am a results-orientated, hands-on individual, with a successful record of accomplishments. I have experience in staff management with major strengths including strong leadership, responsible, effective problem solving, excellent interpersonal skills, a strong team player and computer literate. My supervisory skills include rosters, training and other administrative tasks.

General Information

| | |
|-----------------|---|
| Name | Colin Aniceto Lezama |
| Address | Bldg. 49, At. 2-1 Marjorie Street Lisas Gardens Couva |
| Telephone no.'s | 771-8219 (C) |
| Email Address | calezama.tt@gmail.com |
| Date of Birth | 17 th October 1974 |

Schools Attended

| | |
|-----------|--|
| 2009 | St. Andrew's Theological College Paradise Hill, Paradise Pasture San Fernando |
| 2007 | School of Accounting and Management 1-3 Mc Carthy Street St. Augustine |
| 2003 | National Energy Skills Centre (NESC) Diego Martin Computer Literacy Centre |
| 1986-1994 | St. Benedict's College La Romaine |

Courses Pursued

CXC Secondary Education Certificate

History, English Language, English Literature, Mathematics, Principles of Business, Spanish, Social Studies

Cambridge 'A' Level

History, Economics, General Paper

Continued next page

NESC

Computer Literacy

St. Andrew's Theological College

Licentiate in Theology

Certificates Attained

Currently pursuing Licentiate in Theology from St. Andrew's Theological College having successfully completed courses in Psychology, Communication Studies and Counselling among others.

Partially completed diploma in computer studies from National Computing Centre (UK) via School of Accounting Management having successfully completed the following modules:

| | |
|------------------------|--------------------|
| Business Communication | Distinction |
| Business Organisation | Credit |
| Computer Technology | Pass |
| Systems Development | Pass |

Caribbean Examinations' Council Secondary Education Certificate

| | | |
|------------------------|--------------------|-----------|
| History | (General) | II |
| English Language | (General) | II |
| English Literature | (General) | II |
| Principles of Business | (General) | II |
| Social Studies | (General) | II |
| Spanish | (General) | II |
| General Paper | C | |
| Computer Literacy | Certificate | |

Unremunerated Positions Held

| | |
|-----------|---|
| 2012 | Community Action Resource (CARE) 161 Eastern Main Road Barataria ➤ Secretary, Board of Directors (Served as both board and recording secretary) |
| 2010-2011 | St. Andrew's Theological College Paradise Hill Paradise Pasture San Fernando ➤ Ag. Communications Officer, SATC Student Association ➤ President, SATC Student Association to May 2010 |

Continued next page

- 2009 **Emmanuel Presbyterian Church**
Southern Main
La Romaine
➤ Board Member
- 2009 – 2013 **Presbyterian Church in Trinidad and Tobago**
Student Minister
➤ Youth Director, Board of Youth Affairs
➤ Camp Counsellor, Board of Youth Affairs
➤ Lecturer, Values Education and Religious Instruction, Naparima College (2011-2013)
➤ Head Student, St. Andrew's Theological College 2009/2010
- 2000-2001 **Trinidad & Tobago Police Service Social and Welfare Association**
1st Floor Multipurpose Unit,
Picadilly Street
Port of Spain
➤ Central Committee Rep. (Station Representative)
- 1998 **Police Training College**
St. James
➤ Nominee, Best All Round Trainee

Work Experience

- 2014 St. Andrew's Theological College
Paradise Hill
via Rushworth Street Ext.
San Fernando
➤ **Executive Assistant to Board of Directors**
Primarily responsible for working with the College Board, Principal and Deputy Principal. Ensures that all information flows between the staff and Board occurs in an accurate and timely manner. Plans, Meetings, Coordinates and organizes the schedule of the Chairman and Corporate Secretary of the Board. Performs any other related duties as assigned by the Chairman and Corporate Secretary. To assist in the implementation of Board's decisions.
- 2012 Dass Funneral Service (1995) Ltd.
Maharaj Avenue Marabella
➤ **Assistant Inventory Clerk**
- 2011 Pizza Boys Group of Companies
Boundary Road San Juan
➤ **Shift Manager**

2010 PPL Security Services
Blanche Fraser Street
Vistabella, San Fernando
➤ **Supervisor**

1997-2009 **Trinidad & Tobago Police Service**
c/o Police Traffic Branch
Abattoir Road, Sea Lots
Port of Spain
➤ **Police Constable** (Various positions – detailed below)

Operations Officer:
2008/09 ➤ Jan-Mar 2007/Feb-Mar 2008
Special Assignment; Carnival

This position entailed the sourcing and creation of manpower pool for duties during the Carnival period in and around the City of Port-of-Spain. It required the continual communication with administration of the Traffic and Highway Patrol Branch as well as other police units in the surrounding divisions to ensure the proper dispatch of personnel during the period. The 2008 season included the management of staff assigned to a number of international delegates to ensure their safe movement during the carnival festivities in cooperation with other police agencies.

➤ 2007-2008

Statistics/Records Officer; Responsible for the maintaining, recording tabulating and updating of systems records with information relative to accidents throughout Trinidad and Tobago and the dissemination of said information as required in cooperation with other members of staff.

➤ Feb2004-Jan2006

Operations Officer; This was essentially a human resource/logistics portfolio, which answered to the Inspector Operations and Superintendent Traffic Branch which entailed the management of staff and included the creation and maintenance of rosters, to fulfill the day to day functions of the station as well as any special assignments which might arise. It often included interaction, directly and indirectly with the POS business community on matters of mutual concern.

➤ 2002-2004

Statistics/Data Entry Clerk; Responsible for the maintaining, recording and updating of systems records with information relative to accidents throughout Trinidad and Tobago and the dissemination to relevant and interested parties, of said information as required.

➤ 2001-2002

Charge Room Officer; Responsible for the recording of movement of staff, issuing of equipment and other paraphernalia for general duties and the taking of reports as necessary

➤ 1998-2001

Patrol Officer; Responsible, in tandem with other officers, for the control and maintenance of traffic.

1995 – 1998 Gained experience in customer service in a number of retail and fast food establishments as well as loss prevention services.

Professional References

Ricardo Mahadeo

General Manager
Galeota Operations
Damus Limited
Tel: 480-5237

Ashton Harrynarine

Corporal of Police (Acting)
c/o Police Transport Branch
Caroni
Tel: 779-6821

Elvis Elahie (Reverend)

Minister of Religion
Principal
St. Andrew's Theological College
Paradise Hill
San Fernando
Tel: 759-6899

Damien Sieunarine (Reverend)

Minister of Religion
Presbyterian Church of Trinidad and Tobago
Paradise Hill
San Fernando
Tel: 709-3441



THE PRESIDENT'S AWARD – TRINIDAD AND TOBAGO

Southern Committee
Telephone: (1-868)-758-5253



PATRON: His Excellency the President Professor Anthony Carmona

2014 July 08

Mr. Colin Lezama

Executive Assistant to Board of Directors
St. Andrew's Theological College
Paradise Hill
San Fernando

Dear Sir,

RE : LEADERSHIP SKILLS DEVELOPMENT PROGRAM HELD ON 2014 JUNE 19 AND 20

On behalf of the Southern Committee of the Naparima Girls' High School President's Award Group, a chapter of the President's Award Program of Trinidad and Tobago, we take this opportunity to thank you for all your assistance with the recently concluded "Leadership Skills Development" program which was held on 2014 June 19 and 20 at St. Andrew's Theological College.

The training sessions were a tremendous success and were well received by the participants.

Your generosity has assisted the group towards achieving one of its goals of enhancing the skills of the President's Award Leaders who are assigned the serious responsibility of developing their young charges' minds.

Once again, we thank you for your willingness to help and extend best wishes and continued success to you.

Yours respectfully

LINDSAY SAHAI

Group Leader, Naparima President's Award Group
Cell: (868)758-5253
Email: lindsaysahai@hotmail.com



Trinidad and Tobago Police Service
Traffic Branch

Certificate of Appreciation

presented to

Colin Lezama

In acknowledgement of your Outstanding Performance,
Dedication, Commitment and Devotion to Duty,
in the deliverance of quality service to the Traffic Branch
of the Trinidad and Tobago Police Service.

Given this twenty-second day of December, Two Thousand and Four
under the distinguished hands of and in confirmation and agreement hereunto

Metaway Az Supt.
Superintendent of Police
'Traffic Branch'

Josem Acb
Assistant Commissioner of Police
'Mobile'



TRINIDAD & TOBAGO POLICE SERVICE

Office of the Commissioner of Police

Police Administration Building, 6th Floor, Corner Edward & Sackville Streets
P.O. Box 387, Port of Spain, Trinidad, Republic of Trinidad & Tobago
Telephone: 1 (868) 623-4932 **Facsimile:** 1 (868) 623-1055
Email: cop@ttps.gov.tt

Our Ref.:

PF: 14109

March 17th, 2009

To Whom It May Concern

Dear Sir / Madam

Re: Mr. Colin Lezama

This serves to inform that Mr. Colin Lezama was a member of the Trinidad and Tobago Police Service having enlisted on August 11th, 1997.

He resigned on February 17th, 2009 at the substantive rank of Police Constable.

During his induction training at the Police Training College, he successfully completed the following courses:

- 1 Police Duties
- 2 Evidence & Procedure
- 3 Criminal Law
- 4 Traffic Law
- 5 Drill and Weapon Training

His conduct, discipline and work performance were reported as **Good**.

Yours faithfully,


+ Commissioner of Police

RECEIVED MAR 31 2009

TRINIDAD & TOBAGO POLICE SERVICE

Traffic & Highway Patrol Branch



Participation Certificate

This is to Certify that

#14109 CONST. COLIN LEZAMA

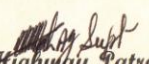
Has successfully complete a two day

Performance Management Appraisal Course.

Conducted by Traffic & Highway Patrol Branch

From 27th March 2003 to 28th March 2003.


Lecturer/Facilitator


Supt. Highway Patrol


Snr. Supt. Traffic & Highway Patrol Branch

TRINIDAD & TOBAGO



POLICE SERVICE

Graduation Diploma

THIS IS TO CERTIFY THAT

Colin A. Lezama

has successfully completed a training course in:

- (a) POLICE DUTIES
- (b) CRIMINAL LAW, PROCEDURE AND EVIDENCE
- (c) DRILL, WEAPON TRAINING AND MUSKETRY
- (d) TRAFFIC LAWS
- (e) FIRST AID

as a member of the
during the period

JSquad
11-8-97 to 11-2-98

FEB 23 1998

Date

W. Shammie
Commissioner of Police

certificate of accomplishment

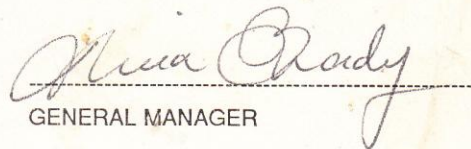
awarded to

COLIN LEZAMA

for successful participation in the organization, operation and management of
a Junior Achievement company in which the responsibilities and rewards of
freedom, initiative and enterprise were clearly demonstrated.



PROGRAMME DIRECTOR



GENERAL MANAGER



Junior Achievement



No.Ex.:...3/5/3.
In replying, the above
number and date of
this letter should be
quoted. jn.

MINISTRY OF EDUCATION
EXAMINATIONS SECTION
ALEXANDRA STREET
P.O. Box 824
PORT-OF-SPAIN
TRINIDAD, WEST INDIES

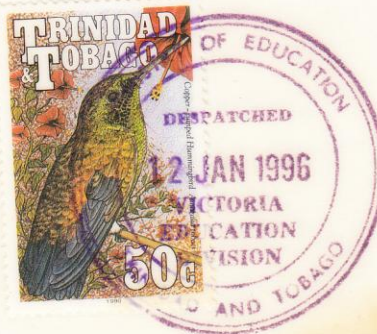
December 11, 1995

TO WHOM IT MAY CONCERN

This is to certify that **COLIN A. LEZAMA** wrote the Caribbean Examination Council Secondary School Certificate Examination from St. Benedict's College in 1992.

The results of **COLIN A. LEZAMA** at the examination are as follows:-

| | | |
|------------------------|---|------------|
| History | - | General II |
| Mathematics | - | General IV |
| Spanish | - | General II |
| English Language | - | General II |
| Principles of Business | - | General II |
| English Literature | - | General II |
| Social Studies | - | General II |



.....
/f/ Permanent Secretary
MINISTRY OF EDUCATION

University of Cambridge Local Examinations Syndicate



International Examinations General Certificate of Education

This is to certify that in the examination for the
General Certificate of Education of June 1994

COLIN A LEZAMA

TT374 15

ST BENEDICT'S COLLEGE LA ROMAINE

was awarded the grades shown in the following two subjects

**ORDINARY LEVEL
HISTORY
*GENERAL PAPER**

**GRADE O (o)
GRADE C (c)**

Explanatory notes are printed overleaf

[Signature]
Vice-Chancellor