TONY-LEE A.Z. DENNIE

#98 Manilla Road,
Belmont Valley Road,
Belmont,
Trinidad, W.I.
Telephone: 494-6072
Email: tonyleedennie@gmail.com

PROFESSIONAL EXPERIENCE

2016 – Present

DENNIE'S CREATIVE ADS & DESIGNS
CEO & Founder
- Designing artwork for electronic, print and digital ads
- Liaising with clients to determine product needs
- Ongoing project assistance
- Research on new business opportunities
- Developing sustainable client relationships
- Correspondence with clients via written and oral communication
- Developing business model to expand staffing and operations

2013 - 2016

LEGACY SECURITY SERVICES LTD.
Operations Manager
- Team lead to orient new employees into security operation and administration
- Recruited staff and conducted interviews
- Reviewed reports submitted by staff
- Prepared staff roster and collected time sheets from employees
- Reviewed employee attendance before submitting to Accounts department
- Client relations

2008 – 2010

CROWNE PLAZA
Front Office Agent
- Customer relations
- Preparation of bookings and reservations.
- Administrative duties and filing.
- Written, verbal and oral communication with clients

EDUCATION

2015 – Present

UNIVERSITY OF TRINIDAD & TOBAGO
- Diploma in Visual Communications and Design

2015 - 2017

SBCS
- Professional Certificate In Adobe Photoshop and InDesign Essentials

2014 - 2015

YTEPP
- Certificate in Graphic Design

2005 - 2008	**ST. ANTHONY'S COLLEGE**

- CXC

2001 – 2005	**SOUTH EAST P.O.S.**

- CXC 'O' Levels

Subject	Grade
o English A	II
o Mathematics	III
o Social Studies	III
o Principles of Business	III
o Office Administration	III
o Human & Social Biology	II

SKILLS

- Training and Development.
- Certified Graphic Artist
- Maintaining excellence in customer care.
- Visual Arts
- Office Administration
- Ensuring compliance with Health & Safety and Health hygiene legislation.
- Security Coordination
- Performing Arts
- Experience in Supervisory positions
- Experience in Hospitality
- Events management
- Research

REFERENCES

Available upon Request