

GENIEL BAILEY

Address: #52A Laventille Road Febeau Village, San Juan

Email: geniebalie@gmail.com

Contact: (+1868) 281-3352

OBJECTIVES

To gain hands on experience while working in a conducive environment.

WORK EXPERIENCE

Clerical Assistant

- Ministry of National Security ▪ 2017
- Ministry of Tourism ▪ 2015

Food Preparation

Pizza Hut ▪ 2015

Clerical Assistant

Eric Williams Medical Sciences Complex ▪ 2013

INTERNSHIPS

1. **Trinidad and Tobago Newsday**

Paginator/ Reporter

Designing the layout of the paper, ie. inserting news stories, advertisements, photos and other relevant content. Writing news stories.

2. **Caribbean's Next Top Model**

Graphic Designer

Creating logo's, flyers, cards and social media and print advertisements.

3. **Power 102 FM**

Reporter

Attending press conferences, conducting interviews. writing news stories, uploading current affairs to the station's website.

EDUCATION

College of Science, Technology and Applied Arts of Trinidad and Tobago

- Bachelors of Arts in Mass Communication ▪ 2017
- Associates of Applied Science in Journalism & Public Relations ▪ 2015

St. Joseph's College

C.S.E.C

| <u>Subject</u> | <u>Grade</u> | <u>Year</u> |
|-----------------------------|--------------|-------------|
| 1. English | 2 | 2011 |
| 2. Office Administration | 2 | 2011 |
| 3. Human and Social Biology | 2 | 2011 |
| 4. Social Studies | 3 | 2011 |
| 5. English Literature | 2 | 2012 |
| 6. Spanish | 3 | 2012 |
| 7. Mathematics | 4 | 2012 |

CERTIFICATION

Hazardous Communication

Authorized Education Centre for the Emergency Care and Safety Institute and National Safety Council

Image, Social Etiquette & Communication

The Image Support Centre of Trinidad and Tobago

ACHIEVEMENTS

- **Best Paginator**
Newsday's Youth Lens and Opinion Project 2017
- **2nd Class Testimonial of Conduct and Achievement**
St Joseph's College

SKILLS

- Proficient in Microsoft Office
- Excellent written and verbal communication skills
- Excellent editing skills
- Self-motivation
- Time Management
- Teamwork
- Creativity

REFERENCES

Ms. Amanda Bacchus
Engineering Assistant III
Facilities Management Unit (Lifeguard Services)
769-9081

Mr. Lennox Dwarika
Lifeguard Supervisor I
Lifeguard Services
225-5878