

79 Battoo Avenue
Marabella
18684697467
romain.williams22@gmail.com

ROMAIN WILLIAMS



Available Start/End Date: Immediate

Citizenship: Guyana

Languages: English/Knowledge of Spanish

Current Occupation: Research &
Development Analyst/Co-founder
/Communications Director

Mission statement: Romain's main goal is to work directly with an organization who is deeply connected to policy development and advocacy. Romain has a passion for the connectivity of the systems which work together for the betterment of the society and desires to work within this framework.

Expertise: Romain has been actively involved in the coordination of the volunteer services of Salvation Army in her community – designing distribution plans, devising strategic communications, planning events and actively volunteering in different capacities. Romain has developed key networking relationships at the Ministry of Tourism. Romain was part of a team which initiated a social media plan and many of the promotional strategies for the Ministry. For the past two years, Romain has played differing roles in research, data analysis and brief writing. As a teacher, Romain has produced teaching aids and planned activities to increase literacy in her community.

Training and Practice: Romain holds a Professional Certificate in Event Management from the George Washington University School of Business; a BSc. in International Relations and Governmental Affairs from University of Guyana. When she's not working, volunteering, or developing a communications plan for her seed stage social enterprise, she plans travel experiences with her family.

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ROMAIN B. A. WILLIAMS

OBJECTIVE

To continue to gain a deeper understanding of the institutions, processes and values that shape politics within and among states and be able to apply that knowledge to the world.

SKILLS & ABILITIES

An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

EXPERIENCE

IAMPOWER FOUNDATION, TRINIDAD & TOBAGO

Present

Co-Founder & Communications Director

POMEGRAN-IT SERVICES, TRINIDAD & TOBAGO

2015- Present

Research and Development Analyst

SINGH'S LAW CHAMBERS, GUYANA

2014 - 2015

Legislative Analyst (Intern)

MINISTRY OF TOURISM, GUYANA

2011-2014

Communications and Events Associate

MINISTRY OF EDUCATION, GUYANA

2007-2011

Teacher, Secondary School

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EDUCATION

UNIVERSITY OF GUYANA, GEORGETOWN, GUYANA
BSc. International Relations and Government Affairs
2011 - 2015

GEORGE WASHINGTON UNIVERSITY
Professional Certificate in Event Management
2012-2014

CERTIFIED SKILLS

GLOBAL MONEY LAUNDERING PREVENTION IN THE SECURITIES INDUSTRY
Loma
2016

AUSTRALIAN OPEN INSTITUTE
Strategic Management

UNIVERSITY OF SOUTHAMPTON
Contract Management

SCHOOL OF BUSINESS AND COMPUTER SCIENCE
Project Management for Business Professionals

MICROSOFT
EXCEL for Data Analysis and Visualization

ADMINISTRATIVE CAREER TRAINING INSTITUTE
Peach Tree Accounting
Computerized Typing

ALISON
Customer Service Training
Leadership skills in Business

PROFICIENCIES

Microsoft Office Suite
Social Media Applications

COMMUNICATION

Second lead on Debate Team in Diplomacy and Issues in Latin America at University of Guyana.

LEADERSHIP

Key personnel of the organizing team for Undergraduate Seminars at the University of Guyana.
Vice President of Youth Club (Salvation Army)

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VOLUNTEER SERVICES

Flood Outreach in 2006 (Angoy's Avenue, New Amsterdam,
Guyana)

Ministry of Health, Guyana

2006

A Smile for Christmas (Children's Christmas Party)

Salvation Army, Guyana

2010 - 2014

Christmas Outreach (Adults)

Salvation Army, Guyana

2006 – 2012

REFERENCES

Dara Dillon

Pomegran-IT Services

dillondara@gmail.com

Kevaughn Sanders

University of Guyana

kevaughnsanders@gmail.com

Swarzulette John

Office of the Prime Minister Trinidad and Tobago

swarzz@hotmail.com