



LAURENT LEWIS

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OBJECTIVE:

To utilize my skills and knowledge effectively in order to benefit the organization.

EMPLOYMENT INFORMATION:

Administrative/Training/Supervisory Experience

(2004–2014) **Facilitated in house and Corporate Training in Computer Literacy (Microsoft Office 2007 & 2010); Remedial Education with various Institutions in the Public and Private Sector include:**

- National Energy Skills Center (NESC)
- Metal Industries Company (MIC)
- Ministry of Education/Barataria North Secondary

(2014)
3 months **Employed Temporarily as Senior Merchant Support Officer with MCIS/ Scotia Bank EMV Project**

- Installed point of sale terminals at merchant locations in Trinidad and Tobago
- Appointed team captain to supervise/manage the deployment of terminals in Tobago
- Prepared the prescribed forms and packaged merchant bags for Junior MSOs to deploy

(2013)
3 months **Temporary Administrative Assistant at Warrenville Regional Complex**

- Performed duties as Administrative Assistant and Reservations Clerk
- Creating and maintaining client database.
- Processing invoices and quotations for clients
- Performed duties as Masters of Ceremony for several functions at the Complex

Retail Sales/Merchandising Experience

(2014) **Temporarily Employed Merchandiser/Floor Attendant – Peake's Petroleum Tacarigua**

- Replenished and rotated stock

(2011-2013) **Employed on Weekends/ part time as Merchandiser/Promoter with Hand Arnold/Agostini**

- Setting up product displays for promotion and distribution at outlets across the country.
- Replenished and rotated stock with company's products e.g. Moo Milk, Lucozade, Zephyrhills and Five Roses Flour

EDUCATION/CERTIFICATES:

- (2013) **National Training Agency (NTA) /CVQ Level 2 in Data Operations**
- MS Office 2007 and MS Office 2010: Word, Excel, Access and PowerPoint
- (February 2012) **(ABE) Human Resource Management:**
- Level 5 Diploma Include-**
- Human Resource Management & Development
 - Employment Relations
 - Personnel Information Systems
 - People Planning and Resourcing
 - Business Communication & Presentation
- (2010) **BorderCom International – St. Augustine:**
- Certification in MS Office 2007: Word, Excel, Access and PowerPoint
- (2010) **Starr Broadcasting and Media Skills Ltd:**
- Certificate Course in Radio Announcing/Broadcasting.
- (Nov. 2000) **Cambridge Certificate in Information Technology**
- Certification in Word Processing
- (1998-2002) **CXC O'Levels:**
- Math
 - English
 - Principles of Business
 - Social Studies
 - Spanish
 - Integrated Science

INTERESTS: Community Work, Public Speaking, Drama and Scrabble

REFERENCES: **Mr. Keith Ferguson, Campus Manager**
NESC/Laventille Technology Center
Contact: 355-0117

Ms. Aretha Wyse, Center Manager
Warrenville Regional Complex, Cunupia
Contact: 693-0928, 755-4279