



## CONTACT

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🏠 Auzonville Road, Tunapuna

## EDUCATION

### A LEVELS

University of the West Indies  
Pre-University Centre

## COMPUTER SKILLS

Prezi  
Microsoft Office Suite  
Content Management  
Copy Editing

## SOCIAL

📌 Temika Rane Smart  
📷 its.rane.ing.cats.and.dogs

# TEMIKA R. SMART

## ABOUT

Temika is a fast learner and a champion of social media tools and technologies, an avid volunteer worker who has participated in a variety of programs. Surrounded by a plethora of individuals, a great sense of adaptability was unearthed, especially when working closely with clients to create innovative, effective ideas.

## CORE COMPETENCIES

Time Management  
Adaptable  
Problem Solving Skills  
Creativity  
Excellent Interpersonal Skills

Excellent Written and Verbal  
Communication Skills  
Detail Oriented  
Able to work in a team or alone

## EXPERIENCE

### PERSONAL ASSISTANT

Keith Ward [Artist]. | Sep 2012 - Nov 2017

Develop and manage programmes, workshops, effectively driving brand awareness, engagement and traffic to the business.  
Achieve a strong, visible social media presence and continuously monitor online public relations and ensure the success of client programs.

### VOLUNTEER WORKER

\*St. Mary's Children's Home & St. Jude's Home for Girls {supervised by Keith Ward}  
\*Foundation for the Enhancement and Enrichment of life {F.E.E.L}  
2009- Present