

# XAVIEL HENRY

#1479 Southern Main Road, Cochrane Village Guapo, Point Fortin  
Cell: 1-868-357-8862 - xavielhenry21@hotmail.com

## PROFESSIONAL SUMMARY

Dedicated professional with program experience from concept to development.

## SKILLS

- Strong communication skills
- Computer skills
- Excellent organizational skills
- Professional work ethic
- Problem solving skill
- Over 330 hrs of practicum training in Social Work

## WORK HISTORY

08/2014 to 04/2016 **Public Liaison Officer**  
**Construtora OAS SA** – *Golconda Roundabout, San Fernando*

- Liaising with and answering enquiries from individuals and other organisations, often via telephone and email.
- Planning, developing and implementing PR strategies.
- Preparing reports for monthly reports and meetings.
- Fostering community relations through events such as open days and through involvement in community initiatives.
- Preparing the production of publicity brochures, handouts, direct mail leaflets for the community.

06/2012

**Administrative Assistant**  
**Trinidad Generation Unlimited** – *Union Village, Vessigny*

- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.

## EDUCATION

2016 Certificate: Fire Watch and Confine Space  
**Ensafe: Institute for Health, Safety and Counselling Training Ltd-** *San Fernando*

2014 Bachelor of Science: Social Work (Special)  
**University of the West Indies** - *St Augustine*

2011 CAPE Level Certification: Sociology, History, Literature, Caribbean Studies,  
Communication Studies  
**Pleasantville Secondary School** – *Pleasantville, San Fernando*  
Top History Student and Valedictorian

2009 CXC Level Certification: English A, Mathematics, Human and Social Biology,  
English B, Principle of Business, Caribbean History and Social Studies  
**Vessigny Secondary School** - *Vessigny Village, La Brea*

## REFERENCES

Natasha Bowen- Community Service Officer-793-4396  
Michael Celestine-Major (Retired) - 740-7838