

XAVIEL HENRY

#1479 Southern Main Road, Cochrane Village Guapo, Point Fortin
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PROFESSIONAL SUMMARY

Dedicated professional with extensive 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

2014

Bachelor of Science: Social Work (Special)

University of the West Indies - St Augustine

2011

CAPE Level Examination : Sociology, History, Literature, Caribbean Studies, Communication Studies

Pleasantville Secondary School - Pleasantville

Top History Student and Valedictorian

2009

CXC Level Examination: English A, Mathematics, Human and Social Biology, English B, Principle of Business, Caribbean History and Social Studies

Vessigny Secondary School - Vessigny Village

REFERENCES

Natasha Bowen- Community Service Officer-793-4396

Michael Celestine-Major (Retired) - 740-7838