

QUALIFICATIONS

GCE & CXC Qualifications:

- ❖ GCE A' Level: Business Studies D (d)
- ❖ GCE AS' Level: General Paper c (c)
- ❖ GCE O'Level: Human and Social Biology C(c)

CXC O'Level: General proficiency

- ❖ Principles of Business II
- ❖ Principles of Accounts II
- ❖ Office Procedures II
- ❖ Social Studies II
- ❖ English A III
- ❖ Mathematics III
- ❖ Geography III
- ❖ Caribbean History III
- ❖ Visual Arts III

Short Courses Certificate of Competence in:

- ❖ Computer Literacy

REFERENCES

Ms. Alicia Lara

Youth Development Officer

Ministry of Sport and Youth Affairs-Youth Division

Tel: 743-6202

Ms. Margaret Samuel

Aerobics Instructor

Brothers Road Wellness Centre

Tel: 338-7751

Mr. Gabre Mc Tair

Physical Education and Sport Officer II

Ministry of Sport and Youth Affairs- Sport Division

Tel: 373-2897

CAREER SUMMARY

Sport Development Officer

OJT Clerical Assistant

Life skills facilitator

Cultural Camp Manager

Aerobics Instructor

Badminton Assistant Coach

Volleyball Assistant Coach

Athletics Assistant Coach

Ballroom Dance Assistant Coach

Desiree D. Mitchell

795 Torrib Tabaquite Road, Brothers Road, New Grant P.O.

Tel: 1-868-794-4249

Email: desiresport1@yahoo.com

Skills

- Proposal and Report Writing, Project Management
- Photography, Graphic Design
- Other- Micro Entrepreneurship, Mediation

Employment History:

- ❖ *Sport Development Officer*

Ministry of Sport and Youth Affairs –

□ April 1ST, 2014- MAY 31ST, 2016

□ MAY 9TH, 2011- MAY 8TH, 2013

□ MAY 4TH, 2009 – MAY 3RD, 2011

- ❖ *Cultural Camp Manager*

BREG in collaboration with Culture Division–

2013, 2014, 2015& 2016- July August Vacation

- ❖ *Technical Camp Manager/Micro- Entrepreneurship Tutor*

BREG in collaboration with Culture Division–

2014- May-July Vacation

- ❖ *Clerical Assistant O.J.T*

Ministry of Education, Mayaro Composite School –

□ JULY 2004 , JANUARY 2005

Job Description

Involvement in Community Development:

Programme	Organization	Position
<ul style="list-style-type: none">• Shape the Community Programme-Mayaro Coaching Primary School Students	Trinidad and Tobago Olympic Committee	<ul style="list-style-type: none">• Assistant Coach
<ul style="list-style-type: none">• Cultural Camp• Sports• Youth Talent Show• Cricket League and Coaching Programme• Food Drive	Brothers Road Empowerment Group	<ul style="list-style-type: none">• Life skills tutor/facilitator• Coordinator• Youth Officer• President