

Teyana Thomas

E-mail: teyanathomas96@gmail.com § Phone: +1(868)-329-3392

Sangre Grande, Trinidad.

OBJECTIVES

To be able to apply my knowledge and skills meaningfully and hence contribute to organizational progress and self-fulfillment.

EDUCATION

High School Education

September 2008 — July 2013

Swaha Hindu College- 3/4 mm Coalmine Rd, Via Sangre Grande

- Member of the Chess club
- Library Prefect

Bsc General Nursing

September 2008 — Present

College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

Administrative Assistant Course

November 2015 — Present

Administrative Career Training Institute and Recruitment Agency

QUALIFICATIONS

May-June 2013 CXC CSEC Qualifications:

- | | |
|--------------------------|-----------|
| ○ English A | Grade II |
| ○ Food and Nutrition | Grade I |
| ○ Integrated Science | Grade I |
| ○ Mathematics | Grade III |
| ○ Principles of Business | Grade I |
| ○ Social Studies | Grade II |
| ○ Spanish | Grade II |

UWI Open Campus, February-June 2014:

Certificate of Proficiency in the Introduction to Occupational Health and Safety - Grade B

College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT), July-August 2015:

Certificate in Computer Literacy

WORK EXPERIENCE

Shoe LaLa & Bally's- Arima (August 2014 — August 2014)

Sales Clerk

- Greeted customers entering the store to ascertain what each customer needed
- Maintained cleanliness and presentation of stock room and production floor
- Answered product questions with up-to-date knowledge of sales and store promotions

Tayo's variety store- Eastern main Rd, Sangre Grande (December 2013 — December 2013)

Sales Clerk

- Greeted customers entering the store to ascertain what each customer needed
- Maintained cleanliness and presentation of stock room and production floor

GJ's Fashion- Sangre Grande shopping center, Sangre Grande (July 2010 — August 2010)

Sales Clerk

- Greeted customers entering the store to ascertain what each customer needed
- Maintained cleanliness and presentation of stock room and production floor

SKILLS AND INTERESTS

Skills

- Training development aptitude
- Computer literate
- Creative problem solver
- Exceptional communication skills

Interests

- Reading
- Travelling
- Visual Arts
- Football

ADDITIONAL INFORMATION

- Date of Birth: 2nd June, 1996
- Additional contact: +1(868)-315-6010
- References
 - Nesha Martinez (Teacher), Ph# 792-9405
 - Enderson Barcoo Ph# 795-9128

Signature



REPUBLIC OF
TRINIDAD AND TOBAGO

CERTIFICATE OF BIRTH

PIN: 8922159891

B0869915

Given Name(s): TRYANA

Date of Birth: 02nd JUNE, 1996

Other Name(s): ANISA

Sex: FEMALE

Place of Birth: MT HOPE MATERNITY HOSPITAL
MT HOPE

Name of Mother: ANNALISA BELFON

Name of Father: SHURLAN THOMAS

Mother's Maiden Surname: *****
Mother's Prev. Surname(s): *****

Mother's Occupation: *****

Father's PIN: *****
Occupation: ELECTRICIAN

Informant's Name and Relationship to Child
ANNALISA BELFON
MOTHER

Informant's Name and Relationship to Child
SHURLAN THOMAS
FATHER

Registration Date: 24th JUNE, 1996

Registration District: TOWN OF ST. JOSEPH

Name of Registrar: FRANCILIA NURSE

Entry No: 1780

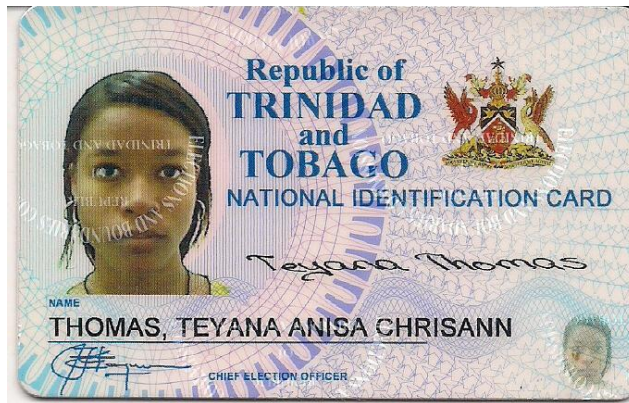
ISSUED UNDER MY HAND AND SEAL OF OFFICE


this 06th day of NOVEMBER, 20 07

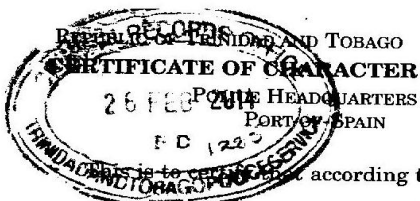


CERTIFIED TRUE AND CORRECT EXTRACT FROM THE REGISTER
OF BIRTHS, HELD BY REGISTRAR GENERAL'S DEPARTMENT
MINISTRY OF LEGAL AFFAIRS

REGISTRAR GENERAL



THOMAS, TEYANA ANISA CHRISANN		
DATE OF ISSUE	EXPIRY DATE	
2013-07-04	2023-07-04	
DATE OF BIRTH	REGISTRATION No.	
1996-06-02	19960602023	
CITIZENSHIP STATUS	PLACE OF BIRTH	
TRINIDAD & TOBAGO	MT HOPE	
SEX	COLOUR OF EYES	HEIGHT cm
F	BROWN	163
SOCIAL ASSISTANCE No.	COLOUR OF SKIN	
	BROWN	
BLOOD GROUP	NATIONAL INSURANCE No.	



D 255615

SIG 102
1223/14

Tuesday 26 February 2014

According to records held in the Criminal Records Office of the Trinidad and Tobago Police Service Mr./Mrs./Miss Teyana Anisa Chrisann Thomas of 48 Jaisingh Village Coalmine Sangre Grande holding Passport No. 19960602023 has **NO** previous convictions against him/her.

Deullera-Hinds N. Ag. Supr.

for Commissioner of Police,
Trinidad and Tobago, W.I.

N.B.—Previous convictions if any, are listed overleaf.



CARIBBEAN EXAMINATIONS COUNCIL

SECONDARY EDUCATION CERTIFICATE

NISN16055307

This is to certify that

TEYANA ANISA THOMAS

Date of Birth **02 JUNE, 1996**

Registration Number **1605530716**

obtained the result(s) shown in the following **7** subject(s) in the year **2013 JUNE**

SUBJECT	PROFICIENCY	GRADE	PROFILE
ENGLISH A	GENERAL	TWO	UNDERSTANDING (A), EXPRESSION (C)
FOOD AND NUTRITION	GENERAL	ONE	KNOWLEDGE (A), USE OF KNOWLEDGE (A), PRACTICAL SKILLS (A)
INTEGRATED SCIENCE	GENERAL	ONE	KNOWLEDGE AND COMPREHENSION (A), USE OF KNOWLEDGE (B), PRACTICAL SKILLS (A)
MATHEMATICS	GENERAL	THREE	KNOWLEDGE (C), COMPREHENSION (C), REASONING (C)
PRINCIPLES OF BUSINESS	GENERAL	ONE	ORGANIZATIONAL PRINCIPLES (A), PRODUCTION, MARKETING AND FINANCE (A), THE BUSINESS ENVIRONMENT (C)
SOCIAL STUDIES	GENERAL	TWO	KNOWLEDGE AND COMPREHENSION (B), APPLICATION, EVALUATION AND PROBLEM-SOLVING (B)
SPANISH	GENERAL	TWO	LISTENING (B), READING (B), SPEAKING (B), WRITING (B)

Registrar:



Chairman:

THE COUNCIL WAS ESTABLISHED BY AGREEMENT BY FIFTEEN COMMONWEALTH CARIBBEAN COUNTRIES IN 1972 AND IS RECOGNISED AS THE EXAMINING BODY FOR THE AREA.

1C 3585733



**THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS
TRINIDAD AND TOBAGO**

CERTIFICATE OF PROFICIENCY

Teyana Thomas

*satisfactorily completed the requirements
of the programme*

**Introduction to
Occupational Health and Safety**

*offered by the U.W.I Open Campus, as part of its
Continuing Education (Training) Programme during the Academic Year 2013/2014*

Grade:Bo (36 Contact Hours)

June 5th, 2014

Date of Issue



[Signature]

Head

**College of Science, Technology &
Applied Arts of Trinidad & Tobago**

Certificate of Achievement
presented to

Teyana Thomas

for successful completion of the course in
Computer Literacy

July 2015 – August 2015


President


Registrar

L.P. 54 Henderson Street

Sangre Grande

05th December, 2015

Sir/Madam.

I write to you on behalf of Ms. Teyana Thomas, whom I have known for the past ten years.

Teyana is a motivated young woman of numerous talents and considerable self-discipline. She is fun, loving, trusting and trustworthy. She is a young lady who is determine to succeed in life and would undertake all challenges to achieve her goals.

Ms. Thomas comes from a respected family and was actively involved in community and church activities. She is a young lady dedicated to her achievements and was committed to finishing her secondary school education.

Through experience and training we will accomplish our life goals and for this I highly recommend her for a position in which she can share her talents with others.

Sincerely,

A handwritten signature in cursive script that reads "Nesha Martinez". The signature is written in dark ink and is positioned above a horizontal line.

Nesha Martinez

Teacher

Ph# 792-9405

9mm Guaico Tamana

Via Sangre Grande


November 15th, 2015

To whom it may concern

It is my pleasure to recommend Ms. Teyana Thomas, who is applying to work at your organization. I have known her for more than ten (10) years and she has proved to be responsible and competent, and demonstrates much enthusiasm and interest in whatever she does. Ms. Thomas is an intelligent, dedicated and hardworking individual. She is respectful and cooperative to those in authority and relates well with colleagues. In addition, she demonstrates a willingness to learn and is punctual and regular.

I know if given the opportunity, Ms. Thomas will be a valuable asset to your organization and I have no hesitation recommending her for the position she is desirous of obtaining and wish her success in her future endeavors. For further inquiries call 795-9128.

Respectfully yours,

A handwritten signature in dark ink, appearing to read 'Enderson', is written over a horizontal line.

Enderson Barcoo