

ANNIQUE ISAACS

Santa Cruz
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Objective

To be part of a dynamic organization, which would provide challenges and allow me to foster my social and personal development and to continue along the path of self-improvement whilst making a valuable contribution.

Employment History

Account Associate

March 2012 - current

Sagicor Life Incorporated, Port of Spain

- Execute the necessary data entry & reconciling of accounts.
- Preparing accounting reports and facts in accordance with enacted processes and guidelines.
- Collating monetary data and maintaining accounting journals.
- Prepare invoices, statements of accounts, vouchers and other documents.
- Communicate with clients and with various departments in the company to find solutions to outstanding payments and clarify accounting related issues, procedures and policies.
- Organize reports required by management and other governmental organizations.
- Replying queries, providing information and ensuring befitting follow-up.

Trainee Vocalist/ Assistant HR Coordinator

2009-current

Divine Echoes

- Performed for Ministers of Government and State officials.
- Developed administrative procedures for the band to follow.

Clinical Support Assistant

2009-2011

Dolly & Associates

- Conducted group and individual therapeutic interventions with children at the Phillip's Children's Home.
- Clinical Support in two week therapeutic camp for boys 9-14 years who experienced severe trauma.
- Worked with European Union.
- Issachar Consultancy Services: Parent Community Program.
- Assist in Guidance programs in Patna River Estate Government Primary School.

Education

Caribbean Nazarene College

- MA – Counselling – *currently pursuing*

Caribbean Nazarene College

- BA – General Studies – Psychology, Counseling, Human Resource Management, Music

Woodbrook Government Secondary School

- CXC passes in English A, Food and Nutrition, Mathematics, Geography, Spanish, Art

In Company

- LOMA 280
- Conflict & Anger Management
- Time Management

References

- Carolyn Horsford-Patino – Principal - 676-0541
- Ann Alexis – Counselor - 752-3576