

# **RIANNA COVA**

**Address #34 B El Socorro Road, San Juan, Trinidad**

**Telephone: 868-784-1126**

**Email: [riannacova@gmail.com](mailto:riannacova@gmail.com)**

## **OBJECTIVE**

To obtain a challenging position, within the organization which would help not only improve my knowledge, skills and abilities, but allow me to develop innovative ideas to make a positive contribution to the organization.

## **EDUCATION**

- **Administrative Career Institute & Recruitment Agency** **Market Street Chaguanas**  
Accounting, Payroll & Taxation **June 2015**  
Administrative training (CSR Training)  
Peachtree  
Computer Literacy & Typing

- **SAC Student Accountancy Centre** **Montrose Chaguanas**  
ACCA Level 1 **July 2012**

- **Tabaquite Secondary School** **Manual Junction Tabaquite**

<b>4 CAPE Subjects</b>	<b>June 2011</b>
Accounting Unit 1	Grade 4
Accounting Unit 2	Grade 5
Caribbean Studies	Grade 3
Communications Studies	Grade 4
Management of Business	Grade 5
Management of Business	Grade 5

<b>6 O'Level Subjects</b>	<b>June 2009</b>
Mathematics	Grade 2
English A	Grade 3
Principles of Accounts	Grade 2
Principles of Business	Grade 2
Integrated Science	Grade 2
Information Technology	Grade 2

## **PROFESSIONAL EXPERIENCE**

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### **Ministry of Sport and Youth Affairs   Camp Vybe Coordinator   July 2010 – August 2013**

- Supervise children from ages 12 – 17
- Plan and organize daily activities and field trips for campers
- Kept record of campers and did reports to hand over to the Youth Development Officer
- Segregate duties to fellow camp facilitators
- Listened to and solved any conflict or concerned in camp facilitators and parents may have
- Ensured camp was enjoyable for campers and parents were satisfied

### **Ministry of Sport and Youth Affairs   On– the – Job- Trainee   January 2014 - Present**

- Working as Clerical Assistant in the Caroni District Youth Office
- Talking calls and messages for meetings with the Youth Officer
- Store information on database for easy access and retrieval, keep external filing up-to-date
- Assist with the planning and compilation of programmes done by the Ministry
- Record and request office stationary and supplies
- Complete quotations and invoices for Ministries service providers
- Disseminate information to visitors to the Youth Office

**CO – CURRICULAR / VOLUNTEER EXPERIENCE:** Student Council, Senior Prefect, Australian Mathematics Competition, Project Cheer Charity Program, MGYCD Voluntarism Beach Clean Up, Mediation and Conflict Resolution Workshop

**COMPUTER SKILLS:** Microsoft Office Suite 2010 and 2013

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## **REFERENCES:**

Zalisa Chunilal

Airports Authority

470-4371

Maurisa Jemmot

Former Youth Development Officer (MGYCD)

766 – 7380

Sherry Ann Ramlal

Youth Officer 1, Caroni District (MGYCD)

783 - 7666

**EXTRA ACTIVITIES:** Sports, Performing Arts