

Riane K. Morren

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PERSONAL PROFILE

Devoted to utilizing critical thinking and deductive reasoning skills through credentials attained and to positively contribute the organization of which I seek to be a part of.

WORK EXPERIENCE

January 2017 to Present

Volunteer Part-time Tutor

- Responsible for assisting boys ages 4 to 12 with Creative Writing, Mathematics, English, Comprehension and Vocabulary Home-Work.
- Assist with ABC and Counting Assessment.
- Conduct Reading Sessions, Phonics and Grammatical Corrections.
- Building Puzzles and Story Time and Reflection.

August 2015 to December 2016

Pranz Garden Claxton Bay

Childcare Assistant

- Providing a safe and stress free environment for the child to play and explore.
- Responsible for wellbeing of child until such time as the child is handed into the care of parent, such as proper hygiene, assisting with homework and making sure the child is feed.
- Having play sessions and story time.
- Building puzzles and blocks.

September 2016- November 2016

Heal-A-Ton Foundation- Official Foundation Volunteer

- Work collaboratively with Foundation's leadership in planning and executing informational sessions and public forums.
- Participate in training sessions, workshops for victims of abuse and recruiting sponsors for 1st annual walkathon.
- Provide support to foundation's educational consultant in developing school-based programs.
- Assist in suitable volunteers for foundations and public forums and relations opportunity.

March 2015 to August 2015

Executive Bodyguard Services Limited

Dispatcher

- Responsible for informing my superiors about any changes made to a location including the location manager such as shortage of location due to absenteeism
- Responsible for ensuring Agents received meal slips for overtime and verifying time sheets
- Responsible for the balancing of reimbursement sheets and the verification of special duty sheets
- Responsible for inputting Agents Arrival time on computerized data system and sending time sheets, reimbursement sheet and special duty sheets in a timely manner according to management.

September 2007- January 2009

(O.J.T) On the Job Training Program

Library Assistant - Phoenix Park Government Primary School

- Responsible for cleaning and organizing of the Library, such as restacking bookshelves in alphabetical order as well as labelling.
- Responsible for conducting reading sessions with students
- Assisting students with books
- Supervising students during Library sessions.

EDUCATION AND QUALIFICATIONS

- **2010-2017 University of the Southern Caribbean (U.S.C)**
Pursuing a Bachelor's Degree in Psychology
- **2008-2010 University of the West Indies (Open Campus)**
Two-year Certificate in Psychology
- **2007-2008 Excel Edu Center**
Certificate of Credit in Childcare
- **2006-2007 University of the West Indies (Open Campus)**
Certificate of Achievement in Introduction to Psychology
- **2003-2005&2006 Union Claxton Bay Senior Comprehensive School**
Caribbean Examination Council (C.X.C) General Proficiency
English (2), Integrated Science (2), Principle of Business (3) Social Studies (2)

REFERENCES:

Childcare Assistant
Debra Ramdeo
Phone# 319-8132

Executive Bodyguard Services Limited
Supervisor Ann Phillip
Phone# 372-3690

Michelle K. Agard
Assistant to the Director of
Heal-A-Ton Foundation
Phone # 283-8214