



# LAURENT LEWIS

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## OBJECTIVE:

To utilize my skills and knowledge effectively in order to benefit the organization.

## EMPLOYMENT INFORMATION:

### Administrative/Training/Supervisory Experience

- (2014)  
3 months      **Employed Temporarily as Senior Merchant Support Officer with MCIS/ Scotia Bank EMV Project**
- Installed point of sale terminals at merchant locations in Trinidad and Tobago
  - Appointed team captain to supervise/manage the deployment of terminals in Tobago
  - Prepared the prescribed forms and packaged merchant bags for Junior MSOs to deploy
- (2004–2014)      **Facilitated in house and Corporate Training in Computer Literacy (Microsoft Office 2007 & 2010); Remedial Education with various Institutions in the Public and Private Sector include:**
- National Energy Skills Center (NESC)
  - Metal Industries Company (MIC)
  - Ministry of Education/Barataria North Secondary
- (2013)  
3 months      **Temporary Administrative Assistant at Warrenville Regional Complex**
- Performed duties as Administrative Assistant and Reservations Clerk
  - Creating and maintaining client database.
  - Processing invoices and quotations for clients
  - Performed duties as Masters of Ceremony for several functions at the Complex

### Retail Sales/Merchandising Experience

- (2014)      **Temporarily Employed Merchandiser/Floor Attendant – Peake's Petroleum Tacarigua**
- Replenished and rotated stock
- (2011-2013)      **Employed on Weekends/ part time as Merchandiser/Promoter with Hand Arnold/Agostini**
- Setting up product displays for promotion and distribution at outlets across the country.
  - Replenished and rotated stock with company's products e.g. Moo Milk, Lucozade, Zephyrhills and Five Roses Flour

## **EDUCATION/CERTIFICATES:**

- (2013)            **National Training Agency (NTA) /CVQ Level 2 in Data Operations**
- MS Office 2007 and MS Office 2010: Word, Excel, Access and PowerPoint
- (February 2012) **(ABE) Human Resource Management:**
- Level 5 Diploma Include-**
- Human Resource Management & Development
  - Employment Relations
  - Personnel Information Systems
  - People Planning and Resourcing
  - Business Communication & Presentation
- (2010)            **BorderCom International – St. Augustine:**
- Certification in MS Office 2007: Word, Excel, Access and PowerPoint
- (2010)            **Starr Broadcasting and Media Skills Ltd:**
- Certificate Course in Radio Announcing/Broadcasting.
- (Nov. 2000)       **Cambridge Certificate in Information Technology**
- Certification in Word Processing
- (1998-2002)      **CXC O'Levels:**
- Math
  - English
  - Principles of Business
  - Social Studies
  - Spanish
  - Integrated Science

**INTERESTS:**      Community Work, Public Speaking, Drama and Scrabble

**REFERENCES:**    **Mr. Keith Ferguson, Campus Manager**  
NESC/Laventille Technology Center  
Contact: 355-0117

**Ms. Aretha Wyse, Center Manager**  
Warrenville Regional Complex, Cunupia  
Contact: 693-0928, 755-4279