

DENISEA LOUIS

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PROFILE

A determined and hardworking individual with academic experience in Business Management.. Very open-minded; holds the belief that an individual never stops learning and should always take advantage at any opportunity given to learn. Possess communication skills with a background in office management.

EDUCATION

UNIVERSITY OF THE SOUTHERN CARIBBEAN

Bachelor of Business Administration in Management, expected May 2014

- ACCT121 Fundamentals of Accounting I A
- HRMN 250 Human Resource Management A
- ACCT 330 Cost Accounting A-
- MGMT 345 Business Ethics A-
- MGMT 400 Management and Decision Making A
- MGMT 415 Organizational Behavior A
- MGMT 488 Leadership and Organ. Climate A-

GUAICO GOVERNMENT SECONDARY SCHOOL

7 CXC O' Level passes, 2009

- Electronic Documentation Preparation Management 1
- Principles of Business 1
- Office Administration 1
- Mathematics 2
- English A 2
- Social Studies 2
- Principles of Accounts 3

PROFESSIONAL EXPERIENCE

TRINIDAD AND TOBAGO ELETRICITY COMMISSION <i>Intern</i>	Jan- Feb 2014
HOME COMFORT FURNISHING <i>Sales Clerk</i>	Nov 2013
ELECTIONS AND BOUNDARIES COMMISSION (Arima Office) <i>Temporary Clerical Assistant</i>	Sep-Oct 2013
DR. GARTHLYN PILGRIM PRIVATE MEDICAL PRACTICE <i>Receptionist</i>	2011- 2013
ALBROSCO LTD. <i>Assistant Manager/ Factory Worker (part time)</i>	July 2011
INK & PRINT <i>Sales Clerk (part time)</i>	Nov-Dec 2010
CARIBBEAN HEALTH FOODS LTD. <i>Student Worker</i>	Jan-Sep 2010

SKILLS

- Typing speed of 40 words per min
- Proficient in preparation of documents
- Above average Communication Skills
- Customer Skills

HONORS AND ACTIVITIES

- General Vice President Junior Achievement (2008); awards achieved at secondary school
 - Principal's award
 - Most Improved Girl
 - English Language
 - Principle of Accounts
 - Office Administration

References available upon request