

## **FAITH JAMES**

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### **PERSONAL PROFILE**

A very passionate, motivated worker looking to kick start her career.

### **ACADEMIC QUALIFICATIONS**

#### **➤ 2014 – (Expected 2018)**

The University of Trinidad and Tobago (U.T.T.)

**BFA in Performing arts: Theatre Design and Production: Specializing in Costume and Scenic Design**

#### **➤ 2009 - 2014**

**Holy Faith Convent Couva Secondary**

**CSEC/ O Levels:**

- Mathematics - GRADE 2
- English - GRADE 1
- Literature -GRADE 1
- Biology - GRADE 1
- Social Studies - GRADE 1
- Theatre Arts - GRADE 2
- Physical Education - GRADE 2
- History - GRADE 3
- Spanish - GRADE 3

### **WORK EXPERIENCE**

#### **➤ 2014 - Present**

DANSTAR's Dance Camp

**Costume Assistant**

#### **Duties**

- Overseeing Fittings

- Buying/ Sourcing Material/ Costumes
- Altering/ Repairing costumes

➤ **August – September 2017**

Equal Opportunities Commission

**Temporary Clerical Assistant and Secretary**

**Duties:**

- Answering incoming calls
- Filing Documents
- Filing mail
- Assisting incoming clients

➤ **August – November 3<sup>rd</sup> 2016**

Customs & Excise Services

**Temporary Clerical Assistant**

**Duties:**

- Entering container information into system
- Filing Documents
- Assisting Clerks/ Brokers with documents

➤ **2016**

University of Trinidad and Tobago (U.T.T.)

National Academy of the Performing Arts

**Production: Playboy of the West Indies - Directed by Marvin Ishmael**

**Set designer**

➤ **July – August 2015**

Pizza Hut – Price Plaza, Chaguanas

**Team Member**

*Assisting costumers.*

**Duties:**

- Cashier
- Waitress
- Hostess

➤ **2014**

University of Trinidad and Tobago (U.T.T.)

National Academy of the Performing Arts

**Production: Odyssey - Directed by Marvin Ishmael**

- Co- costume designer of Mermaids
- Costume crew member

➤ **May – August 2013**

**Nicole's Family Boutique**

*Assisting costumers.*

**Duties:**

- Cashier
- Sales Clerk

## **ADDITIONAL CERTIFICATION**

➤ **2014**

**School of Continuing Studies Certificate in Microsoft Office Application**

University of the West Indies

➤ **2013**

**Junior Achievement – Trinidad and Tobago**

## **VOLUNTARY SERVICES**

➤ **January – February 2016**

PetleMas

**Assistance with Costume Construction.**

**Duties**

- Cutting of Material
- Application of applique & beads to costumes
- Alteration/ Repair of Costumes
- Packaging of Costumes

## **GROUPS**

- **CHATT- Central Handicraft Artisan of Talented Traders**

## **PERSONAL SKILLS**

- High energy levels
- Ability to work individually or in a team
- Able to work under pressure
- Problem solving
- Adaptable to new situations
- Understand research process
- Good Communication

## **REFERENCE**

- **Gerald Skeete**  
**Teacher I – Primary**  
**Couva Anglican School**  
**+1 (868) 682 – 3495 OR + (868) 397 – 4841**
- **Paula Riley**  
**Teacher I (Primary)**  
**Princess Elizabeth School**  
**+1 (868) 496 - 9608**