

Shaquena Smart

CONTACT

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CAREER OBJECTIVE

"To embark on a rewarding and challenging career in the field of **Human Resources** that would meet my competencies, capabilities, skills, education and experience and further add to the company's sustainability."

EDUCATION

BBA Human Resource
Management

September 2010 — Present
(Graduation due December 2014)

University of the Souther Caribbean

Core Degree Requirements already fulfilled

Human Resource Management
Principles of Management
Business Communication
Principles of Micro & Macro economics
Business Law
Information systems theory & applications
Organizational Behavior
Operations Management
Business Finance
Staffing Organizations
International Human Resource Management
Human Relations & Development
Principles of Marketing
Motivation & Work Behavior
Collective Bargaining
Negotiation & Conflict resolution
Fundamentals of Accounting 1&2
Principles of Micro & Macro economics
Business Ethics

Core Degree Requirements being fulfilled

Employment Law
Strategic Management
Compensation & Benefits
Small Business Management

CAPE & CXC

September 2007 — September
2010

Academic College for Excellence

CXC/ O'Level

Subject	Grade
Maths	2
English	2

Social Studies	1
P.O.B	2
H.S.B	3

CAPE/ A'Level

Subject	Grade
Sociology	4
Economics	4
M.O.B	4
Communication Skills	4
Caribbean Studies	4

QUALIFICATIONS (PDP) OSHA General Industry Training

School of Business & Computer Science

- The course teaches the OSHA General Industry Standards.
- It specifically applies to TTOSH Act policies, standards and procedures for general safety and health.
- It addresses the relevance of OSHA in a Trinidad and Tobago context, the roles and responsibilities of all levels of personnel and it discusses proprietary and consensus standards.
- Other areas covered include whistle blower protection, the requirements of the standard and being able to identify hazards, avoidance, and control.

**WORK
EXPERIENCE**

Ministry of Works & Infrastructure June 09 2014 — August 31 2014
(Employee Relations Unit)

Vacation Employee

Graduation Requirement. (Internship)

Trinidad & Tobago Electricity June 2013 — August 2013
Commission

Vacation Employee

ArcelorMittal Pt. Lisas Ltd. June 2012 — August 2012

Vacation Employee

ArcelorMittal Pt. Lisas Ltd. June 2011 — August 2011

Vacation Employee

**SKILLS &
EXPERIENCE**

- Excellent oral and written communication skills
- Knowledge of administrative and clerical procedures and systems.
- Proficiency in word processing and spreadsheet manipulation.
- Ability to create and execute power point presentations
- Management of files and records and other office procedures and terminology.
- Attention to detail
- Adaptability
- Planning and Organizing
- Resilience

- Stress Management
- Client focus
- Resourceful

INTERESTS

- Building a successful career in HR
- Reading
- Industrial Relations
- Current Events
- Spiritual Development

REFERENCES

Ms. Trudy Beckles

Area administrative officer, **Trinidad & Tobago Electricity Commission**

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Phone: (868) 636 - 4871 / 0821 / 8110

Ext (9200)

Fax: (868) 636 - 4521

Mrs . Karlene Edward - Warrick

Supervisor, **ArcelorMittal Pt.Lisas Ltd.**

Mediterranean Drive,

Point Lisas Industrial Estate

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Dr. Eton Jeremiah

Professor, **University of the Southern Caribbean**

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