

ACADEMIC QUALIFICATIONS

Bachelor of Science (B.Sc.), *Cum Laude*, Marketing

GPA: 3.5

Dean's List, 2008-2012

St. John's University, Queens, New York, U.S.A, 2008-2012

Caribbean Advanced Proficiency Examination (CAPE)

Unit One (I) 2007 - Five (5) distinctions

Unit Two (II) 2008 – Five (5) distinctions

Holy Faith Convent, Couva, Trinidad, 2001-2008

WORK EXPERIENCE

LINDA'S LESSONS, Couva, Trinidad, W.I.

CLASS ASSISTANT/TUTOR, June 2017 – Present

Duties:

- Assist students in subject areas including Mathematics and English Language and help them to develop knowledge and solutions
- Prepare subject booklets and hand-outs for students
- Provide one-on-one assistance to students who may need extra help and attention
- Supervise class sessions and grade question papers and booklets

Daniel Maynard & Associates (DMA Limited), Arima, Trinidad, W.I

OFFICE ASSISTANT, March 2016-March 2017

Duties:

- Act as a palantypist to record and transcribe all investigation meetings
- Conduct background checks and verify all clients' information such as employment, education and references
- Prepare all summary reports based on findings
- Fax, scan and copy documents
- Maintain office filing and storage systems
- Monitor incoming emails and respond as required
- Prepare outgoing mail for distribution

GraceKennedy (Trinidad & Tobago) Limited, Trinidad, W.I.

MARKETING ASSISTANT, October 2014- February 2015

Duties:

- Coordinated and executed all marketing events and activities for the company's brands, Western Union, Bill Express and FX Trader
- Provided administrative aid to the marketing department including, processing invoice payments, typing letters and memoranda, and filing departmental documents in an organized and systematic manner
- Assisted in the tracking of the marketing department's expenditure
- Managed the social media Facebook account for the company's brand FX Trader
- Assisted in the preparation of press releases and the company's quarterly advertorials

Ministry of Communications, Trinidad, W.I.

ASSOCIATE PROFESSIONAL, August 2012-August 2014

Duties:

- Implemented research strategies to perform research on existing international media archiving systems and its procedures and guidelines, government communications protocol, laws and regulations
- Used technical writing to prepare a formal Cabinet Note and Terms of References (TOR's) for a project to establish a national media archives system in Trinidad and Tobago
- Developed networks and liaised with strategic partners, including the Ministry's internal departments, external government agencies and all organizations under the Communications Division's aegis, to collate, verify, update and compile information used in communication tools to the public
- Prepared letters and memorandums for correspondence, formal briefing reports for the Minister and presentations and documents for meetings and review sessions using Microsoft Office Suite
- Created, organized and managed a database featuring operational, service and contact information of all Ministries, Government agencies and wholly-owned enterprises to create an updated Directory of Government Services

Northwestern Mutual: Nemec Insurance/Financial Group, New York, U.S.A

MARKETING INTERN, January- April 2012

Duties:

- Maintained, updated and analyzed a database of client demographic, and household information using customer relationship management (CRM) software such as Oracle's Siebel CRM software
- Performed market research analysis for all potential and current client meetings, by conducting research on social and professional media to discover new prospective clients
- Assisted in the planning and idea generation for client events to display the company's appreciation of its clientele
- Managed the social media and professional networking profile of the Financial Advisor such as Facebook and LinkedIn, and prepared client referral lists based on the research using professional networking media and social media such as LinkedIn and Facebook