**Adonna Williamson-Lessey **

#17A Henri Street Cocorite Road

**ARIMA**

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To continue to develop into a unique individual, with a combination of Experience and Technical skills, to enhance my growth in the working environment.

**EDUCATION**

St. Augustine Senior Comprehensive School

Cor. Warren and Gordon Street

**ST. AUGUSTINE (2002-2004)**

Five Rivers Junior Secondary

Five Rivers

**AROUCA (1998-2000)**

St. Joseph Government Primary School

**ST. JOSEPH (1994-1998)**

**PERSONAL INFORMATION**

**Date of birth: -** 01st May 1986

**Nationality: -** Trinidadian

**Marital Status: -** Married

**ACADEMIC QUALIFICATIONS CARIBBEAN EXAMINATION COUNCIL CXC**

English III

Office Administration III

Social Studies III

Mathematics Presently Pursuing (January 2015)

Human and Social Biology Presently Pursuing (January 2015)

**OTHER QUALIFICATIONS**

**2013 LCCI DIPLOMA IN MAKETING**

Institute of Training and Development (INTAD)

Port of Spain

September-Present

**2013**  **DATA OPERTATIONS/DATA ENTRY**

YTEPP

Youth Training Partnership Programme

Arima

Awaiting Certification

**2011 CERTIFICATE IN PUBLIC RELATIONS MANAGEMENT**

School of Business and Computer Science Ltd (SBCS)

Port of Spain

October- November

**2010 CERTIFICATE IN SUPERVISORY MANAGEMENT**

School of Business and Computer Science Ltd (SBCS)

Trincity

September-November

**2008 CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

School of Business and Computer Science Ltd (SBCS)

Champs Fleurs

October-December

**2006 CERTIFICATE IN HAIR DRESSING**

YTEPP

Youth Training Partnership Programme

Curepe

June-November

**2008 CERTIFICATE IN BEAUTY THERAPY**

YTEPP

Youth Training Partnership Programme

Curepe

February- July

**2006 CERTIFICATE OF PARTICIPATION PRECRAFT TRAINING IN FOOD PREPARATION**

Trinidad and Tobago Hospitality & Tourism Institution in Collaboration with Civilian Conservation Corp.

September- December

**2005 CIVILIAN CONSERVATION CORP**

Successfully Completed Cycle 0403

October-March

**2001 COMPUTER LITERACY**

National Energy Skill Center& Ministry of Education

July

**WORK EXPERIENCE**

**2010-Present PUBLIC RELATIONS DEPARTMENT MiLAT MILITARY ACADEMY**

**Events Coordinator/Administrative Assistant/Supervisor:-**

* Assist Public Relations Officer
* Supervisor over the Department
* Planning of Events
* Photography
* Spokes Person for the Academy for Career day/Promoting the Programmes
* Conduct Career Days/Out Reach
* Distribute and collect Quotations
* Contact Media Houses for special events
* Typing
* Dispatch
* Telephone Duties

**2007-2010 HUMAN RESOURCE DEPARTMENT MILAT/MYPART MILITARY ACADEMY**

**Administrative Assistant:-**

* Recruitment
* Assistant to Human Resource Manager
* Filing
* Flagging Documents
* Typing Memoranda’s, Reports
* Dispatching
* Office Etiquette
* Office Economy
* Telephone Duties
* Telephone Etiquette
* Duplicating Documents

**2005-2007 CIVILIAN CONSERVATION CORP.**

**Assistant Cook:-**

* Assistant to senior Chief
* Pastries
* Baking
* Pantry Inventory
* Office Assistant
* Menu Planner
* Catering
* Special Events
* Preparation of Breakfast, Lunch, Supper

**REFERENCES**

**Mr. Kenwrick Elie**

Warrant Officer

Trinidad and Tobago Defense Force

868-740-0612

**Mr. Alexander Beard**

Petty Officer

Trinidad and Tobago Coast Guard

868-385-3746/ 868-678-2393