RENEÉ LEWIS H:1-868-679-0662

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| Profile: A young, self- motivated, hardworking individual with the ability to perform within a team as well as individually. I am well organized and able to adapt to varying operating environments, as well as recognize and respond to unanticipated events and requirements. I posses the ability to gather, comprehend and synthesize essential (written, verbal, observed) information provided by relevant sources. | |
| **Core Strengths:** | |
| * Strong organizational skills * Active listening skills * Courteous demeanor * Energetic work attitude | * Telecommunication skills * Computer proficiency skills * Adaptive team player * Critical thinking skills |
| Professional Experience | |
| University of Trinidad and Tobago, Point Lisas  July 2013 - August 2013  Library Clerk  Gamma Components & Services Limited  June 2014- August 2014  Administrative Assistant | |
| Education | |
| College of Science, Technology and Applied Arts of Trinidad and Tobago  Bachelor of Science: Psychology  Expected 2016  Reno's Educational Institute: 2012  **CAPE (A Levels)**   * Communication Studies - 3 * Caribbean Studies - 3 * Economics - 4 * Management of Business - 4 * Accounts - 4   **Couva Government Secondary School: 2010**  CXC (O Levels)   * English A - 1 * Mathematics - 2 * English B - 2 * Spanish - 3 * Social Studies - 2 * Geography - 3 * History - 3   Additional Information  **Memberships and Affiliations**   * Dios Voce - Pioneer Seventh Day Adventist Church * Heavenly Hands of Praise- Pioneer Seventh-Day Adventist Church * Pathfinders Club - Pioneer Seventh-Day Adventist Church * Assistant Church Clerk - Pioneer Seventh-Day Adventist Church * Adventist Youth Leader - Pioneer Seventh-Day Adventist Church   **Extracurricular Activities**   * SEA English Lessons | |
| References | |
| References are available upon request. | |