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| **Salisha ramnarine** |
| #17 Santa Rita Trace,  Lluengo Village,  Maracas,  St Joseph.  729-7287  salisharamnarine28@gmail.com |

**Objective**

To serve professionally, exceeding the organization’s expectations and to do this in a manner of diligence, respect and kindness.

**Education**

***Bachelor of Science, Psychology*** *May, 2014*

***University of the Southern Caribbean (USC)***

**Skills & Abilities**

***Management***

Organized and lead a political party at the last Associated Student Body elections at the University of the Southern Caribbean. Work efficiently in several groups in order to successfully complete group research and presentations.

***Sales***

Organized and implemented fund raising efforts to aid with campaign costs for the aforementioned elections.

***Communication***

Presented copious lectures, skits, poetry and song as required course content.

***Leadership***

Served as presidential candidate for the aforementioned elections. Serve as group leader for the majority of group projects assigned within courses.

**Experience**

***Teacher***

Moms for Literacy *March 2013 to September 2013*

29 Eastern Main Road, Petit Bourg

* Teaching basic sight reading to children from 4 to 9 years
* Maintaining already implemented flash card system
* Playing constructive word recognition games with children

***Data Collector***

Delta Dynamics Limited *January 2010 to March 2010*

Sum Sum Hill, Claxton Bay

* Observing and Recording the status of clients’ assets, equipment and building facilities for the management programme
* Coding and tagging furniture and equipment for implementing into the computerized program
* Compiling and submitting of paperwork to data entry department

***Temp Clerk***

Sagicor Life Incorporated *July 2009 to December 2009*

16 Queen’s Park West, Port of Spain

* Served as Receptionist and Clerical Assistant for the Mortgage Department and the Recruiting Department.

***Policy Typist/Filing Clerk***

Furness Anchorage General Insurance Limited *March 2001 to February 2002*

Sea Lots, Port of Spain

* Typing of letters to Financial Institutions, Brokers, Clients, and Licensing Office
* Typing of all Policy Documents
* Preparing and dispatching all Policy Documents for signature to Brokers, Financial Institutions and Clients
* Filling of incoming correspondence and processing of new files

***Billing Clerk/Administrative Assistant***

Furness Ice & Cold Storage Limited *February 2002 to August 2004*

Cocoyea Round About, San Fernando

* Compiling Cash Reports on a daily basis
* Processing of Invoices
* Stock Reconciliation for Clients
* Processing Delivery Notes for the Removal of Goods in Storage
* Preparing all documents for goods placed in storage

**REFERENCES**

Pearl Yatali-Gonzales

Life Skills Coordinator

681-7013.

Mr. Imo Bakari.

Lecturer - University of the Southern Caribbean

778-5141.