**TANICA RICHARDSON**

Southern Main Road, Sobo Village La Brea, Trinidad, W.I.

Phone; 360-3498; 305-0134

E-mail; tanicarichardson@gmail.com

**OBJECTIVE**

To enhance my knowledge and understanding, and to gain experience in the world of work, so that I can be able to apply my knowledge meaningfully, contributing not only to my general knowledge but also to the organization with which I work.

**EDUCATION**

The University of the West Indies, St. Augustine September 2011- May 2014

* **BSc. International Relations(Special) Second Class Honors**
* Minor: Social Policy

Fyzabad Secondary School**Caribbean Advance Proficiency Examination (CAPE)**

* Units 1&2- All passes September 2009- June 2011

Holy Name Convent Point Fortin

**Caribbean Secondary Education Certificate**

* Six subjects all Passes September 2004-June 2009

**WORK EXPERIENCE**

Student Advisory Services- University of the West Indies September 2013- May 2014

* Student Assistant

Point Fortin Borough Corporation- Administrative Assistant -June 2012- August 2012

* Duties; Proof Read documents
* Performed Stock keeping tasks
* Secretarial Duties
* Filing and other secretarial duties

**SKILLS/CERTIFICATES**

* Certificate in Microsoft Office Word 2010 May 2013
* Certificate of Proficiency in Spanish May 2013
* Proficient in Microsoft Office Suits(Excel, Word)
* Good Team-working skills

**AWARDS/ ACHIEVEMENTS**

* Winner of a Bursary Award

(University of the West Indies) January 2013

* President of Inter- School Christian Fellowship November 2009- June 2010
* Youth Parliament ( Certificate of Participation) November 2010
* School Debate – Holy Name Convent January 2009

**VOLUNTEER EXPERIENCE**

* Member of Good start Mentorship Program

(University of the West Indies) September2011- May 2014

* Member of Big Sister Mentorship Program

(Fyzabad Secondary School) November 2009- June 2011

**REFERENCES**

* Kenneth A. Maynard

83. Pinewood Drive, Olten Road, Arima

Warrant Officer Class Class 2

Trinidad and Tobago Defense Force

Airways Road, Chaguanas Force

682-2920

* Peaches Griffith

Southern Main Road, Sobo Village La Brea

Palo Seco Agricultural Enterprise Limited (PSAEL)

723-3325