**Adana Arthur**

Address: LP#88 Anglais road Cumana village, Toco.

Email: [adana\_arthur@yahoo.com](mailto:adana_arthur@yahoo.com)

Cell: 393-1629

**PROFILE**

I am a confident articulate individual with commended ability to work with others to achieve set outcomes. Young but yet mature individual, I have developed employability skills and personal attributes that support the transition from University to full time employment. I have also developed leadership and communication skills through group assignments and projects. My key strengths include strong attention to detail and willingness to learn and develop professionally.

**EDUCATION**

**University of the Southern Caribbean**

Bachelor’s Degree Business Administration Management (**2014)**

**Caribbean Union College Secondary School (2010)**

(6) O’ Level Subjects in Caribbean Examinations Council (CXC)

* Mathematics
* English
* Information Technology
* Electronic Documentation Preparation Management
* Principles of Business
* Human and Social Biology

**Customer Service/Telemarketing Certificate**

**EXPERIENCE**

Ministry of Works and Infrastructure – **Administration Department (2014)**

Internship - University of the Southern Caribbean **– Events Management and Marketing Department (2014)**

Internship - Public Transportation Service Corporation (PTSC) -**Research and Planning Department (2011)**

**KEY SKILLS**

* Computer literate
* Communication skills
* Works well in teams
* Organizational Awareness
* Effective Problem Solving
* Proactivity
* Ability to Influence
* Effective Decision Making
* Learning Agility

**REFERENCE**

Mrs. Alexander

(District Administrative Officer- Ministry of Works and Infrastructure) St Andrew/St David

668-2421