**# 13-14 Dickson Avenue, Diego Martin**

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Cell # 482 4512/ 352 4434

**Education**

**University of New Brunswick** CA, Fredericton

Bachelor of Science in Business Administration, November 2011

Concentration in Human Resources

**Roytec, UWI School of Business and Applied studies**

Associate Degree in Management (Honours) August 2009

**Professional Experience**

**Research Assistant- Ministry of Gender, Youth and Child Development- Policy Research and Planning Unit- Short Term Contract**

April 25th, 2014- Present- Policy, Research and Planning Unit.

Assist one of the Senior Policy Specialists in terms of policy formulation, preparation of budgets and proposals for proposed projects, assists with doing Terms of Reference (TOR) and Cabinet Notes.

Conducts Research into areas related to Youth and Child development. Planned and managed the training for the Vacation Camps Coordinators and Facilitators for the 2014 edition of Camp **Vybz** and **Footprints** which includes sourcing of venue, caters, and other service providers and negotiating with them to provide the best service in the shortest possible timeframe; as well as being the Master of Ceremonies on the actual training days.

Conducted Research for the publication of the National Youth Service Directory and assisted with the Launch of the National Youth Service Directory.

**Research Assistant- Ministry of Gender, Youth and Child Development –Human Resources Unit – Short Term Contract**

November 19, 2013- April 24th, 2014.

Research any relevant information for Senior Human Resource Officer. Assist Director of Human Resources, do approval letters to inform members of meetings, circulate information to members of staff of the MGYCD from the DHR through outlook in PDF format, take minutes for meetings with DHR, organize meetings, doing up memos, book rooms, do up attendance register for meetings and do follow up with members of meetings example: the establishment of a Committee to transform m the YDAC’s. Acknowledgment letters for job applicants

**Research Assistant (OJT)–Ministry of Gender, Youth and Child Development-(Human Resources Unit)**

January 2013-July 2013

Assisted the Senior Human Resource Officer with the Training portfolio, database maintenance, approval letters, sourcing quotes from providers and performing related duties that pertain to Training for the Ministry of Gender, Youth and Child Development, the duties of a Clerk

Stenographer IV, while the officer went on vacation leave from June 24, to August 29, 2013 Other duties included assisting with the interview process by short listing of applicants and scheduling interviews for applicants and preparing packages for interviewing panel.

Requesting proposals for printing of employee hand book and doing relevant note for the Permanent Secretary to approve preferred supplier.

**Leave Clerk (OJT) – Ministry Of Gender, Youth and Child Development (Human Resources Unit)**

August 2012 – to January 2013

Experienced with Calculating Casual leave, Sick leave, and Vacation leave eligibility and keeping relevant records and collating such data for the Ministry of Gender, Youth and Child Development.

**Research Assistant (OJT) – Ministry of Gender, Youth and Child Development (Youth Affairs Division)**

May –July 2012

Member of the National Youth Policy Review Committee, completed transcriptions of focus groups, organized meetings with multi- sectoral committees, performed general secretarial duties for the department.

**Gervais’ Junior Academy Teacher / Computer Teacher for entire school**

February 2009 – 2012

Supervised and Taught 3 + class of 15 students early childhood curriculum.

Taught Computer Literacy to all 4 classes at the Academy, set up photo copying machine, changed ink cartridges etc. Typed up school correspondences to parents, also parts of school newsletter, and supervised students while on swimming lessons.

**New Town Boys R.C. School OJT 2006 Teacher Assistant**

Assisted with Teaching and Supervising of a first year class of boys at Newtown Boys R.C

**Happy Vale Montessori School Teacher 2002- 2006**

Taught students early childhood curriculum using the Montessori Method. Supervised students while they took their swimming lessons

**Trinidad and Tobago Electricity Services Commission T&TEC summer vacation 2000**

Office Clerk Trainee from Corpus Christi College to T&TEC’s Head Office Frederick St**.** Completed filing projects in the Registry Department, general Office duties.

**Skills**

* Multitasking
* Creative
* Discreet and Ethical
* MS word, excel, power point, access
* Creating slides
* Presentations power points
* Research
* Organizing

**Interests**

* **Teaching**
* **Travelling**
* **Reading**
* **Researching**
* **Baking Bread**
* **Movies**
* **Malls**
* **Music**

**References Furnished upon Request**