**OBJECTIVE**

To enhance and develop my communication and interpersonal skills, for the benefit of myself, co-workers and employer.

**EDUCATION AND TRAINING**

**Bachelors of Science Degree in Nursing (2010- Present)**

College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

**CXC Passes, (St. Kevin’s College- 2008-2009)**

Biology

Chemistry

Physics

**CXC Passes, (Holy Faith Convent Penal -2005-2008)**

Mathematics

English

Principles of Business

Office Procedures

Typing

Human and Social Biology

Social Studies

**EXPERIENCE**

**College of Science Technology and Applied Arts of Trinidad and Tobago**

2010-2012

**Student Ambassador**

* Sell the college and coordinate events
* Ensure that students are aware of upcoming events
* Coordinate various events
* Assist students with any information relating to the college
* Help students with admissions and registration process

|  |  |
| --- | --- |
| **COSTAATT OJT Trainee**  2009-2010 |  |

**Clerical Assistant**

Responsibilities

* Filing documents
* Writing letters
* Dealing with the general public
* Helping students in the admission and registration process

**Skills**

Computer Literacy

Microsoft Word

Microsoft Excel

Microsoft Publisher

Internet Savvy

Good Communication Skills

**REFERENCES**

Lawerence Oliver

Sunrees Road Penal

Chief Executive Officer

San Juan/ Laventille Regional Corperation

745-5471/ 647-0670

Sherma Sobers

San Fernando

Teacher

St. Dominics Penal Roman Catholic School

328-1196

Jason Charles

Placement Officer

College of Science Technology and Applied Arts of Trinidad and Tobago

602-3977 / 625-5030 ext 5313