**Core Competencies**

**Core Competencies**

Project Management Communication Strategic Planning Implementation Technological Skills

**Work Experience**

**SharePoint Administrator (Intranet) Assistant Teacher Computer Studies Teacher**

(August 2013- July 2014) (January 2010 – February 2013) (October 2008- June 2009)

(Contract) (Contract) (Contract)

SM Jaleel and Company Limited St. Brigid’s Girls’ R.C. School St. Georges Academy

Otaheite Industrial Estate La Pastora Street, Siparia #38 Royal Road,

Oropouche Siparia San Fernando

**Administrative Assistant Supervisor**

Oilfield and Marine Sales & Services Limited (December 2006- December 2007)

(June 2008- September 2008) Food Basket Supermarket

#69 South Trunk Road, Penal

La Romain

**Education and Training**

**Core Competencies**

**Bachelor of Arts Degree in Communication** (January 2010 – presently)(Part-time)

College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

**Life Skills Development** for the On-The-Job Programme (OJT) (Nov 16th 2009- Nov 25th 2009)

Ministry of Science, Technology & Tertiary Education

**Business Administration** **(ABE) Certificate Level** (September 2006 – June 2007)

University of the West Indies (UWI) School of Continuing Studies, San Fernando

**Information Technology - Technician Diploma** (City & Guilds of London Institute) September 2001 – December 2002)

Trinizuela Technical & Vocational College, San Fernando

**CXC General Proficiency**

Mathematics English A Geography Caribbean History Social-Studies

Fyzabad Composite Secondary School

**Interests**

**Core Competencies**

Sports Fishing Sight Seeing /Tours Movies Board Games Reading