**KEZEON GOPAUL**

**#175 DUMFRIES ROAD, RAMBERT VILLAGE, LA ROMAINE, TRINIDAD AND TOBAGO W.I.**

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**Tel: 1-868-382-1980**

**OBJECTIVE:**

***“ To continue to be a conscientious and performance driven individual whose purpose is to utilise the knowledge acquired to gain experience and thereby fulfilling my passion to serve my country on a national, regional and international level.”***

**EDUCATIONAL INSTITUTIONS ATTENDED**

* San Fernando Government Secondary School 1994-2001
* The University of the West Indies, St. Augustine Campus 2004-2007
* The University of the West Indies, St. Augustine Campus 2011 - present

**QUALIFICATIONS:**

* Master of Science Global Studies Degree - ongoing.
* B.Sc (Hons) Sociology with minors in Psychology and International Relations.
* Seven (7) CXC/GCSE O’ Level (General Proficiency) Passes:

English Language, Mathematics, English Literature, Caribbean History, Spanish, Biology, Economics

* Five (5) GCE A’Level Passes:

General Paper, English Literature, History, Spanish, Sociology

**ADDITIONAL PROFESSIONAL TRAINING**

* Advanced Evidence Based Training for Preventing Child Sexual Abuse

University of Huddersfield in collaboration with the University of the West Indies,

April 28, 29 & May 02, 03, 2011.

* Dealing with Difficult Conversations Workshop

Faculty of Law, University of Windsor,

December 9 – 10, 2013.

**WORK EXPERIENCE**

* **Assessment Officer**

Family Court of Trinidad and Tobago (March 2008 to Present)

Duties include:

* Conducting investigations through field visits as necessary.
* Preparing written and verbal investigative reports for Court.
* Analyzing and assessing cases and make recommendations.
* Assisting customers with all manner of psycho-social and financial issues.
* Preparing and maintaining files.
* Facilitating access visits.
* Assisting with outreach programmes.
* Participating in case conferences with members of team.
* Engaging in researching information relevant for Court reports.
* Collecting and maintaining monthly statistical data on investigative cases.
* Facilitating Customer development programmes.
* Supervising Practicum Students.
* Representing the Social Services Unit of the Family Court of Trinidad and Tobago on recruitment interviews for vacant positions within the Unit.
* Any other duties assigned.
* Assisting with any additional duties as may be required for the efficient functioning of the Unit.
* **Intern**

Judiciary of Trinidad and Tobago (June 2007 to September 2007)

* **Intern**

Judiciary of Trinidad and Tobago (July 2006 to August 2006)

* **Intern**

Judiciary of Trinidad and Tobago (July 2005 to August 2005)

* **Credit Clerk**

Courts (Trinidad) Limited (October 2001 to July 2004)

**SKILL SUMMARY:**

* Excellent written and verbal communication skills.
* Ability to perform well in stressful environments.
* Interpersonal Skills.
* Court Procedures.
* Report Writing Skills.
* Case Management Skills.
* Networking Skills.

**OUTSTANDING ACHIEVEMENTS**

* Certificates of Excellence in Netball, Drama, Steel Orchestra and Prefect Duties from San Fernando Government Secondary School (1999 and 2001)

**REFERENCES**

* Ms. Ann Marie Jordan-Downes

Retired Director of Human Resources, Ministry of Public Administration

#12 Morton Street,

Tunapuna,

Trinidad West Indies

Telephone Contact: 1.868.645.4077 or 1.868.715.5935