**CURRICULUM VITAE**

**Personal Information:**

Name: Sparkle Darceuil

Address: #11 Hazel Street

San Juan

Email Address: sparkledarceuil@yahoo.com

Telephone: 464-4817

Marital Status: single

Date of Birth: 02nd December 1984

**Qualifications:**

**Ordinary Level**

English Language - Grade 1 (distinction)

English Literature - Grade 1

Principles of Accounts - Grade 2

Information Technology - Grade 2

Mathematics - Grade 3

Principles of Business - Grade 3

Biology - Grade 3

Spanish - Grade 3

**Advanced Level**

General Paper - C

English Literature - C

**Certificates**

Mediation/Conciliation Skills Training (40 hour programme)

Introduction to Industrial Relations (10 week course)

Certificate – Industrial Relations (1 year course)

Diploma – Human Resource Management (1 year course)

Bachelor of Arts – Labour Studies **(currently pursuing)**

**Educational Institutions Attended:**

Cipriani College of Labour and : 2005 – Present

Co-operative Studies (Valsayn & T’go)

Bishop’s High School : 1996 – 2003

Scarborough Roman Catholic : 1989 – 1996

Primary School

**Work Experience:**

Labour Relations Assistant

Ministry of Labour and October 2011 – October 2014

Small and Micro Enterprise Development

(Conciliation and Labour Relations Unit)

Secretary

Ministry of Science, Technology and October 2008 – October 2011

Tertiary Education

(Funding & Grants Division – T’dad)

Secretary

Ministry of Science, Technology and December 2006 – October 2008

Tertiary Education

(Funding & Grants Division – T’go)

Personal Assistant

Small People Business Bureau of Services August 2006 – December 2006

Wilson Road

Scarborough

Clerical Relief

Ministry of Labour and Small and May 2005 – May 2006

Micro Enterprise Development

(Farm Programme Unit – T’dad)

Clerk/Typist

Agricultural Development Bank June 2004 – April 2005

Scarborough

Secretary

Ministry of Labour and Small and November 10th 2003 – May 10th 2004

Micro Enterprise Development

(O.J.T Programme)

**References:**

**Mrs. Dianne Lewis-O’Neil**

Conciliation and Labour Relations Officer II

Ministry of Labour and Small and

Micro Enterprise Development

Duke Street, Port of Spain

Phone#: 299-0300 ext 2033

**Mr. Wendell Seepersad**

Senior Conciliation and Labour Relations Officer

Ministry of Labour and Small and

Micro Enterprise Development

Duke Street, Port of Spain

Phone#: 299-0300 ext 2075