**PERSONAL**

**Date of Birth** March 13, 1992

**Marital Status** Single

**PROFESSIONAL EXPERIENCE**

2012 (June-August) **MINISTRY OF PLANNING AND SUSTAINABLE DEVELOPMENT – EUROPEAN DEVELOPMENT FUND**

***Intern***

* *Assisted in the preparation of reports – namely “Diversification in the Public Sector”*
* *Document Filing*
* *Room Management Officer for the “Conference on Developing a National Diversification Strategy for Trinidad and Tobago”*

2011 (June-August) **MINISTRY OF PLANNING AND SUSTAINABLE DEVELOPMENT – TECHNICAL CO-OPERATION UNIT**

***Intern***

* *Wrote Briefs for the National Budget on various projects.*
* *Document Filing*

**EDUCATION**

2011-2014 **SCHOOL OF BUSINESS AND COMPUTER STUDIES – UNIVERSITY OF LONDON INTERNATIONAL PROGRAMME**

* BSc (Hon) Business Administration

2009-2011 **ST. AUGUSTINE SENIOR SECONDARY SCHOOL**

* CAPE ‘A’ LEVELS
  + Communication Studies G3
  + Caribbean Studies G4
  + Management of Business 1 G4
  + Management of Business 2 G4
  + Economics 1 G5
  + Economics 2 G5
  + Accounting 1 G5

2005– 2009 **EL DORADO WEST SECONDARY SCHOOL**

* CXC ‘O’ Levels
  + Biology G3
  + English A G2
  + Principle of Accounts G2
  + Mathematics G3
  + Caribbean History G3
  + Principles of Business G1

**SKILLS**

* Effective Time Management
* Effective Business Communication
* Business Etiquette and Image Management
* Mastering Public Speaking and Presentations
* Project Management
* Event Management

**ACCOMPLISHMENTS**

* Junior Achievement

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| Michele Farinha  Manager  RBC Royal Bank (Trinidad & Tobago) Limited  12-16 London Street  PORT OF SPAIN  682-3787 | Linda Wells  Accountant  Camacho Boyce & Associates  LP#53 Neil Street  SANGRE GRANDE  798-7452 | Allan Ramsaroop  Lecturer  School of Business and Computer Science  53-54 Sagan Drive  Champs Fleurs  394-1186 |