**Profile:**

A productive, well-rounded, fast learner, who thrives for success and excellence with good communication and organization skills and plans to be a future Human Resource Manager.

**Education:**

**University of the West Indies, St. Augustine (2012-Present)**

* BSc. Management Studies (GPA- 3.71)

**Sixth Form Government School/Polytechnic (2010-2012)**

* CAPE Certificate- Management of Business, Economics, Spanish

**St. Francois Girls’ College (2005-2010)**

* CSEC Certificate (7 subjects), GCE AS and AL (Additional Mathematics)

**Work Experience:**

**Ministry of Works and Infrastructure- Internship (2014)**

* Exposed to human resource activities, such as pension and leave
* Conducted filing

**Mohammed’s Bookstore Associates Limited- Sales Clerk (2008-2014)**

* Attended to customers
* Priced booklists for various schools
* Assisted with training and management of new recruits each year

**Unit Trust Corporation- Internship (2009)**

* Organized and calculated cash
* Provided information to customers
* Assisted with transactions

**Accomplishments/Awards:**

* CAPE Student of the Year, unit 1&2, School Board Award- (2011,2012)
* Most outstanding player- Secondary Schools Netball Assoc. (2006)

**Affiliations/Activities:**

**Young Cricketers Club (2014)**

* Conducted and managed training exercises
* Photographed events and kept records of proceedings

**Additional Skills:**