# GEZZANA MARK

#3, 3rd BRANCH, MONKEY TOWN, NEW GRANT

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### *PROFESSIONAL EXPERIENCE*

2011- 2015 **R&S PSYCHOLOGICAL ASSOCIATES**

* Administrative Assistant

Responsibilities: Secretarial duties, Typist, Receptionist, Editing of books as (Legacy of Eve, Light and Darkness to name a few) for publishing

2013-2014 **POINT LISAS NITROGEN LIMITED**

* Clerical Assistant

Responsibilities; Payroll, Data Entry, Secretarial duties

2013 **ELECTION AND BOUNDRIES COMMISSION**

* + - * Poll Clerk (Local Government Elections)

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2011 **FIRE & LIFE SAFETY SOLUTION LIMITED**

* Administrative Assistant

Responsibilities: data entry, Secretarial Duties

2011 **YOUTH FOR CHRIST**

* Regional Coordinator

Responsibilities: Organizing, planning, Marketing of events (Liberation Day, Dance like David, Heartline Newspaper and Camp Glorious)

2005-2011 **PRIVATE INSTUITION**

* + - * Geriatric Assistant

2009 **HEAVENZ DZIGN**

* Assistant

Responsibilities: Secretarial duties, Record keeping

## *EDUCATION*

PURSUING **UNIVERSITY OF TRINIDAD AND TOBAGO (UTT)**

* Certificate in Early Childhood Care and Education

PURSUING **MATHEMATICS**

January 2016

PURSUING **UWI OPEN CAMPUS**

* Certificate in Introduction to Human Resource Management Level 2

2009 - 2010 **UWI OPEN CAMPUS**

* Certificate in Introduction to Human Resource Management Level 1

2005 - 2007 **PRINCES TOWN SENIOR COMPREHENSIVE SCHOOL**

## English

## Principles of Business

## Home Economics Management

## Food and Nutrition

2001 - 2005 **PRINCES TOWN JUNIOR SECONDARY SCHOOL**

2010 **NESC**

* Ms Word
* Ms Excel
* Ms PowerPoint
* Ms Outlook

## *OTHER TRAINING*

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FEBRUARY 2010 **NATIONAL ENERGY SKILLS CENTER**

* Computer Literacy

***HOBBIES***

* Tutoring
* Reading

## *AFFILIATIONS*

* Member of Empowerment Temple International
* Executive member of the church’s Youth Group
* Sunday School Teacher
* Worshipper
* Dancer
* Member & Senior Cadet of Trinidad & Tobago Red Cross Society
* Member of Trinidad Youth Council

## *REFERENCES*

|  |  |
| --- | --- |
| Omari Samuel  Community Development Officer  (868)388-9766 | Roderick Loney  Pastor/Psychologist  (868)657-0044 |