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|  | Jonathan Josh Ramtahal  **#33 Settlement Road Plum Mitan, Biche (Mailing)**  **17A Upper Rapsey Street, Curepe (Residential)**  **jonathanjramtahal@gmail.com  |  1-868-327-2394** | |
| Objective | To enhance my ability to efficiently carry out responsibilities of the task at hand with the efficiency and dedication required. | |
| Skills & Abilities | Communication Skills- Proficient and articulate at verbal discourse, relaying information and phone etiquette. Presentation Skills- Proficient at conducting training and demonstration sessions as well as meetings. Team Player- Efficiently listens and respects the view of others while being mindful of tasks at hand. Proficient in data representation and analysis.  Research Skills- Successfully manipulated a semester long research project individually. | |
| Experience | **Servicedesk Level 1 officer- Student Assistant** Campus I.T. Services, UWI St. Augustine14 February, 2013- Present Part time, student employment at CITS. Costumer Service related tasks as well as conducting demonstrations and training sessions on how to navigate online services at UWI, STA for New Students. Collaborated with UWI Clicks to develop and execute projects. **Accounting Assistant** Tracmac Engineering Limited18 june, 2013- 16 August, 2013 Asset Management and Inventory- Prepare report for overview. Filing/Billing documents **Clerical Assistant** Ministry of works and Infrasturcture OJT18 june, 2012- 30 AUGUST, 2012 Assisted in preparing contracts for bidding. Filing/Billing documents. Compiling of documents necessary for contractors to bid. | |
| Education | **University of the west indies**, st. augustine, Trinidad**BSc. (General) bIOLOGY AND Environmental and Natural Resource Management** (2011**-**Expected to Graduate May 2015) Biology Major consist of all round topics in Biology, Biochemistry, Ecology, Zoology and Botany  E.N.R.M Major consist of courses related to the Environment, Ecology and Economics of the Environment  **NORTH EASTERN College,** Sangre Grande  CAPE -4 Subjects:  CXC- 7 Subjects | |
| Additional Skills | Time Management  Presentation Skills  Data Analysis  Field/General Research  Laboratory Skills  Reporting | |
| Extra Ciricular Activities | UWI Biological Society- Secretary (2014-2015)  COPE Member- UWI Biological Society (Present)  Volunteer- El Socorro Wildlife Rehabilitation Centre (Present)  PRO UWI Environmental Society 2012- 2013  Participated in Secondary School Mock Commonwealth Heads Of Government Meeting (CHOGM) 201 | |
| References | |  | | --- | | **MS. JACQUELINE H. WILLIAMS**  CITS SERVICEDESK SUPV. 1-868-484-8641 **Mr GLENWOOD THOMAS** IT Officer - Manager - IT Service Delivery, Software Engineer Campus Information Technology Services  662-2002 ext.82335 [glenwood.thomas@sta.uwi.edu](mailto:glenwood.thomas@sta.uwi.edu)  **DR. MARY ALKINS-KOO**  Senior Lecturer in Zoology, Department of Life Sciences  662 -2002 ext 83094 https://mail.google.com/mail/u/1/images/cleardot.gifMary.Alkins-Koo@sta.uwi.edu | | |
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