**Justin Paul**

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**Objective:**

I am seeking employment whereby, I can use my experience and education to assist the company meet and surpass there goals.

**Education:**

**Secondary education :** mathematics (3) Engilsh A (3) Human and Social Biology (HSB) (3) Social Studies (3).

**BSC: Computer Science (with specialization in Internet security)**

University of the Southern Caribbean (USC) 2014- Present

**Knowledge and Expertise in Information Technology:**

* Certifications: CompTIA A+, HDI Help-Desk Certified. (Civilian conservation cooperation)

**Skills & Ability**

**Administration:** Conducts research and gathers documentation in order to compile comprehensive reports. Extreme attention to detail and strong Internet skills

**Communication:**  Interpersonal, answering phones, filing documents and disseminating information. Additionally, planning meetings, scheduling appointments, reviewing communiqués and operating office equipment.

**Management:**  Devising and maintaining office systems, including data management and filing.

Work Experience:

One year of On The Job training (OJT) at the Ministry Of Agriculture as a clerical assistant.

UNESCO- Trinidad& Tobago Ambassador- (2006-2014)

**Duties & Responsibility**

* Evaluated current UNESCO programs and made recommendations accordingly.

* Maintained and updated large and small donor records on a regular basis.

* Assisted in UNESCO project development and implementation.

* Tracked various aspects of project progress through field visits.

* Assisted with new UNESCO volunteer training as required.