**Dominic Nelson**

**#5 West Ridge Villas**

**Diego Martin, Trinidad**

**Home:637-7824**

**Cell:490-2911**

**dominic.nelson.2020@gmail.com**

**SUMMARY OF QUALIFICATIONS:**

•Results-oriented,

•High-energy,

•Hands-on professional, with a successful record of accomplishments in the IT and Customer Relations Field. •Experience in a number of valuable talents for today's growing market such as IT troubleshooting, data entry, marketing and customer service with focus on providing the customer with the highest quality product along with effective and efficient service.

Major strengths include:

•strong leadership skills

•outstanding communication skills •team player

•attention to detail

•dutiful respect for compliance in all regulated environments

• supervisory skills including hiring, termination, scheduling and other administrative tasks.

•Thorough knowledge of current marketing, and technological practices and a clear vision to accomplish the company goals.

•Computer and Internet literate.

**SKILLS SUMMARY**

● Project Management ● Report Preparation ● Written Correspondence

● General Office Skills ● Computer Savvy

● Scheduling ● Marketing & Sales Front-Office Operations

•13 years of Taekwondo and MMA Experience

**PROFESSIONAL EXPERIENCE:**

**Maser Graphic Design Port-Of-Spain, Trinidad & Tobago (3/2010- 3/2012)**

**Accounts Trainee**

Prepared Reports for senior Manager about daily operations including comments, concerns or problems encountered by customers or staff,as well as ensuring full compliance with agency requirements and tight deadlines. Rapidly learn and master varied computer programs.

**Healing Partners Ltd. Brunton Road, St James , Trinidad (9/2012-6/2013)**

**Physiotherapy Aide**

Oversee front-office operations and provide impeccable customer service.. Assisted senior Physiotherapist in patient routines . Conducted electro stimulation treatment along with icing and stretching sessions with patients. Provide a warm and friendly atmosphere with patients conducting treatment. Ensuring a certain level of comfort between the patient and I in conducting routine physiotherapy treatments.

**EDUCATION:**

**Fatima College Mucurapo Road, Woodbrook, Trinidad & Tobago** 9/2007-6/2012  
Secondary School Graduate Certificate

**Courses were graded from 1 (being the highest score) to 6 (being the lowest)**

|  |  |
| --- | --- |
| English A | 2 |
| English B | 2 |
| Mathematics | 2 |
| Biology | 2 |
| Chemistry | 3 |
| Physics | 3 |
| Geography | 2 |
| Spanish | 3 |

**Maple Leaf International School Alyce Glen Heights, Petit Valley,Trinidad & Tobago**

**(9/2012-1/2014)**

|  |  |
| --- | --- |
| World Geography | 66% |
| Presentation and Speaking Skills | 82% |
| Biology | 65% |
| Communications Technology- Multimedia | 72% |
| Exercise Science | 70% |

**CERTIFICATIONS:**

Secondary School Program Completion Certificate ( Fatima College)

* Ontario Secondary School Diploma
* Caribbean Examinations Council- Secondary Education Certificate

**LANGUAGES:**

* English
* Spanish

**COMPUTER SKILLS:**

* Microsoft Word
* Microsoft Excel
* Microsoft Powerpoint
* Typing – 61 wpm
* Administrative tasks such as sending emails etc