Name: Athyia Tinelle John

LP# 14/2 Upper St. Francois,

Valley Road,

Belmont,

Port of Spain.

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Contact: (Home) 621-5334 / (Cellular) 284-8060

SYNOPSIS

I am a willing, energetic individual who maintains a professional attitude; I love life and always try to make the best of any situation. I like to serve and care about the welfare of others.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECTS | GRADE | YEAR | INSTITUTE |
| Physics | pursuing | 2016 | Hope's Learning Centre |
| Mathematics | pursuing | 2016 | Hope's Learning Centre |
| Caribbean Studies | 5 | 2015 | Sixth Form Government Polytechnic Institute |
| English Literature Unit 2 | 6 | 2015 |
| English Literature Unit 1 | 5 | 2015 |
| Management of Business Unit 2 | 5 | 2015 |
| Communication Studies | 4 | 2014 |
| English literatures Unit 1 | 4 | 2014 |
| Management of Business Unit 1 | 5 | 2014 |
| English Language | 1 | 2013 | St. James Government Secondary School. |
| Office Administration | 2 | 2013 |
| English Literature | 2 | 2013 |
| Principles of Business | 2 | 2013 |
| Principles of Accounts | 3 | 2013 |
| Caribbean History | 3 | 2013 |
| Mathematics | 62 | 2008 |
| Creative Writing | 12 | 2008 | San Juan Seventh Day Adventist Primary School. |
| English Language | 78 | 2008 |
|  |  |  |

**PROFESSIONAL TRAINING COURSES**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE | GRADE | YEAR | INSTITUTE |
| Neuro - Linguistic Programming  (NLP) | Certificate of Participation | 2012-2013 | Trinidad and Tobago Chamber of Industry and Commerce |
| Mentorship, Financial Management, Life skills Enhancement, Team Building Exercise, Career Guidance- The 7 Steps Process | Certificate of Participation | 2013 | Trinidad and Tobago Chamber of Industry and Commerce |
| WASA’S Secondary School’s Quiz Competition | Certificate of Participation | 2012 | WASA |
| Pan Minors Music Literacy Scholarships | Pass - Level 1 | 2012 | Republic Bank,  University of the West Indies |
| Inter School / Inter Varsity Christian Fellowship | Certificate | 2013 | St. James Secondary School |
| Performance and Contribution as an intern in the Human Resource Department | Certificate | 2013 | Oscar Francois Limited |

**WORKING EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| INSTITUATION | POSITION | YEAR |
| Eshe’s Learning Centre | Office Assistant(Intern) | 2008-2013 |
| Oscar Francois Ltd. | Intern | 2013 |

**HOBBIES**

* Junior Achievement Advisor
* Dragon Boat
* Drama
* Reading
* Exercising
* Sporting Activities

**REFERENCE**

|  |  |  |
| --- | --- | --- |
| Kathy Ann Richards | Machine Operator | 330-1808, 777-1410 |
| Heidi Sylvester | Seamstress, Caterer, Designer | 621-1515 |