|  |  |
| --- | --- |
| **Quenisha Solomon**  LP# 54 Robert Trace  Tunapuna  1 (868) 383911/2866513  queenie.babb@gmail.com | **OBJECTIVE** *To achieve high career growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.* |
| **EMPLOYMENT HISTORY** |
| **ASSISTANT EVENT COORDINATOR** **2011- Present GASA Interiors, St. James**   * Set-up and dismantling of event equipment (signs, tables, materials, etc.). * Coordinating with vendors/clients/staff for specific event requirements * Ushering of Guests * Duties as assigned by the event coordinator.  ***CAMP ASSISTANT***  **July –August 2013 Promises and Love Daycare & Preschool, St. Joseph**   * Set-up and tear down of event equipment (signs, tables, materials, etc.). * Create a positive and welcoming environment. * Assist in drop-off and pick-up times (welcome, register, track, etc.). * Prepare and clean up materials, as needed. * Lead or support group activities/crafts. * Duties as assigned by the camp coordinator/Principal. |
| ***CUSTOMER SERVICE REPRESENTATIVE***  **June *(National Pizza Day)*, 2014 Mario’s, San Juan**   * Order Distribution * Restocking and Replenishing * Duties as assigned by duty supervisor. |
| **EARLY CHILDCARE ASSISTANT** **February, 2015 – December 2015 Active Leaders Academy, El Dorado**   * Assists senior staff in monitoring children in indoor and outdoor activities and   during rest periods.   * Assists in planning, preparing and carrying out developmentally appropriate   programs and activities.   * Under supervision, conducts activities with children on an individual and   group basis to promote the development of physical, cognitive, emotional and  social skills.   * Attends to children’s physical needs, which may include diapering, toileting,   eating and sleeping.   * Maintains records, reports problems or concerns to senior staff and parents. * Keeps program facilities and equipment safe and clean, reporting any repairs   and concerns to senior staff.   * Performs other related duties as required.   **EDUCATION** |
| **2009 – 2014 St Augustine Secondary School, St. Augustine**  CSEC (CXC) Examinations Mathematics, English, Biology, Chemistry, Physics, Geography,  Technical Drawing. |
| **REFERENCES** |
| Mrs. Rose Marie Pierre  Owner/Operator  GASA Interiors  102 Dibe Road, Long Circular, St. James  (868) 471-9275  Ms Dale O’Keefe  Childcare Assistant  Active Leaders Academy  #35 Woodford Street, Curepe  (868) 4938550  Mr. Kadesh Alexander  Brand Manager  JOIE Beverages Ltd  39 Farah Street. San Fernando  (868) 652-0525 |