‍‍Ariel Matthews

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OBJECTIVE

My objective is to obtain a position within a progressive and exciting organization with clear vision and an affinity for innovative and creative strategies.

**SKILLS**

* Experience in site management on various social networks and blog websites
* Excellent written and oral skills
* Advanced proficiency in English for business use
* Ability to communicate clearly, appropriately and effectively on various levels
* Experience in ambassadorship and effective social media advertising
* Quick thinker and problem solver under pressure
* Known for working well with little/ no supervision

**EXPERIENCE**

Brand Ambassador | University of Trinidad & Tobago | July/August 2013

* Market the University to prospective students on one on one basis/ public places and online
* Problem solving for prospective students
* Creation and packaging of promotional items as well as gift packages for incoming students
* Mediator between new students and educators
* Organized, as part of a team, the orientation days

Intern | Ministry of Gender, Youth & Child Development | July/ August 2014

* Assist in the development and scoping of projects
* Liaise with business owners on a one on one basis to obtain funds for the National Youth Awards
* Advertise the National Youth Awards and events leading up to it in person, print and social media
* Assist in the collection, compilation and analysis of data relative to the programmes in other departments
* Perform secretarial duties

Camp Coordinator | Ministry of Gender, Youth & Child Development | June- August 2015

* Market the La Horquetta camp to meet the maximum number of students needed to make full use of the resources provided
* Supervise students between the ages of 12-17
* Modify the syllabus to fit the needs of the students in a fun and exciting way
* Take directions and multi-task in a fast-paced yet sensitive environment

Assistant Teacher | Practicum Training | 2012-2016

* Arima Girl’s RC School
* St. Finbar Girl’s RC School
* Riverside Hindu Primary School
* Barataria South Secondary School
* Hillview College
* Communicate the information on the syllabus to the students in innovative ways
* Manage classes of 12-40 students
* Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
* Help teachers with recordkeeping, such as tracking attendance and calculating grades
* Prepare for lessons by getting materials ready or setting up equipment, such as computers
* Help supervise students in class, between classes, during lunch and recess, and on field trips

Front Desk Concierge | Bonsai Inn & Recreational Club | September 2015 - Present

* Direct and oversee all hotel operations during the night shift to ensure guest satisfaction
* Inform all Overnight staff of nightly activities, group and VIP arrivals as well as special requests and repeat guests.
* Check accommodations, making sure any special requests are carried out accordingly, greet guests upon arrival and ensure guest satisfaction
* Maintain a professional and high quality service oriented environment at all times.
* Act as manager on duty for the hotel in the absence of the Front Office Manager dealing with complaints, problem solving, disturbances, special requests and any other issues that may arise.
* Actively Participate in the decision making process on guest relocation for nights when overcapacity, execute accordingly and ensure a smooth relocation process.
* Ensure cash balances

Writer & Editor | Archimedes Publishing for Newsday| December 2015- Present

* Create SEA Practice tests with accompanying answer sheets for publishing
* Research current acceptable methods for test
* Meet strict deadlines
* Communicate clearly with various stakeholders
* Operate as part of a team

**EDUCATION**

Bachelor of Education | Pending (June 2016) | University Of Trinidad And Tobago

* Education
* English Literature
* English Language

St. Francois Girls’ College | 2005- 2010 |

8 ‘o’ Level passes: Mathematics, English Language, English Literature, Theatre Arts, Music, Principles of Business, Integrated Science and Spanish

**OTHER INTERESTS:**

* Hiking
* Blogging
* Languages
* Volunteering with UTT Volunteer Society and Heroes Foundation
* Naipaul House Member

**REFERENCES**

**Dr. Michelene Adams**

***Lecturer***

* University of Trinidad and Tobago
* 754-9588

**Lance Mottley**

***Senior Radio Announcer & Principal***

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|  | * Carenage Boys' Government Primary School * Gem Radio 5 * 7567787 |