‍‍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**

* Creative
* Excellent written and oral skills
* Advanced proficiency in English
* Ability to communicate clearly, appropriately and effectively on various levels
* 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

**EDUCATION**

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**

**Available on reguest.**