AFIYA N ISHMAEL afiyaishmael@yahoo.com

+ 1 868 362-0979

# 1 a Belmont Valley Road, Belmont

# Objectives

To become an educated young person in any aspect of life.

# Education

School of Business and Computer Science (SBCS)

Professional Certificate in Office Administration

Certificate Programme

February-March 2016

INTAD

Customer Service, Front Desk Management and Telephone Etiquette

Certificate Programme

April-May 2014

**C.O.S.T.A.A.T.T**

**Bachelors Degree (Aas) Journalism/Public Relations**

2010-2017

Institute Of Broadcasting Careers (I.B.C)

Certificate Programme

June-August 2010

Trinidad and Tobago Registered Nurses Academy (TTRNA)

Basic Home Care Certificate

Basic Home Care Course

Jan 2006- June 2006

Civilian Conservation Corps (CCC)

Culinary Arts

Certificate Programme

Oct 2004- Mar 2005

St. Martins Girls High School (2000- 2004)

English A Grade 2

P.O.B. Grade 4

Social Studies Grade 4

Belmont Junior Secondary (1997- 2000)

Melville Memorial Girls Anglican School (1990- 1997)

# Experience

**Community Hospital of Seven Day Adventists**

**Ward Clerk/Nurse’s Aide/Receptionist**

**Oct 2007- Present**

**Jardine Centre Home for the Aged**

**Nurse’s Aide**

**Oct 2006- June 2007**

# Skills

Cooking, Reading and Writing, Surfing the Internet, Hiking