RÉSUMÉ

**JENILLE GRAY**

Apartments 29, St Augustine Circular Road, Monte Grande.

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(868) 346-7701

**PERSONAL INFORMATION**

* Date of Birth: 9th May, 1994
* Sex: Female
* State of Origin: Mayaro
* Nationality: Trinidadian
* Interests: Active member of the Mayaro Police Youth Club, active dancer/secretary of the Dames Dou'ees & Co dance group.

**CAREER OBJECTIVE**

To thoroughly serve, with my diligence, to any establishment and to continuously improve upon myself and my achievements.

**SKILLS**

* Mastery of Microsoft Office Programs
* Communication Skills
* Computer literate
* Typing speed 40wpm
* Excellent analytical, communication and organization skills
* Flexible team player
* Interpersonal Abilities

**WORK EXPERIENCE**

* Junior Achievement Programme- Advisor (Voluntary Work)- 2011
* AH Chans & Son Ltd, Rio Claro- Sales Clerk- October-December 2011
* Hydro Tech Ltd, Isthmus Road, Galeota- On the job Program. Health and Safety Department- Administrative Assistant. (4th June- 24th August 2012)
* Carib Brewery- Ginseng Up Samples Promoter. Part-time 2013
* Sacoda Serv Ltd, Barataria- Field Research Assistant- 2014- 2015
* Institute of International Relations, UWI St Augustine- Office Clerk/Student Assistant. (June 2015- August 2015
* Digicel Head Office (Trinidad and Tobago) Ltd- Temporary Data Collection Agent. ( 17th August 2015- 30th October 2015)

**ACADEMIC QUALIFICATIONS**

* **CSEC/CXC (2006-2011)- Rio Claro West Secondary School**

Mathematics

English A

Principles of Business

Principles of Accounts

Information Technology

Physical Education

Integrated Science

* **CAPE (2011- 2013)-** **Manzanilla Secondary School**

CAPE Diploma (8 units): Communication Studies

Caribbean Studies

Accounting

Management of Business

Economics

* **2013- PRESENT- University of the West Indies, St Augustine (Part-time)**

BSc Public Sector Management, minor Management Studies

Graduation Year- 2017

**TRAINING AND CERTIFICATION**

**•** UWI Open Campus- Computer Literacy

**•** UWI Open Campus- Events Management 1

**•** TGN Media- Media and Communications

**•** Microsoft Corporation- Microsoft Office PowerPoint 2013

**•** Microsoft Corporation- Microsoft Office Excel 2013

**•** BPTT NGO/CBO Capacity Building Workshop 2013- Public Speaking and Presentation Skills

**•** BPTT NGO/CBO Capacity Building Workshop 2014- New and Emerging Technologies

**•** BPTT NGO/CBO Capacity Building Workshop 2014- Emotional Intelligence

**•** UWI, St Augustine Student Advisory Services- Executive Transition Programme

**•** Training & Logistics Ltd- Defensive Driving Training – NSC DDC