OBJECTIVE:

Seeking a position with a company which will require me to utilize my skills, abilities and experience to ensure the company's success

SUMMARY:

* Acquired a (B.Ed.) Bachelor in Education with Primary Specialization.

SKILLS:

* Interpersonal - Team-worker who works well with others in a professional, collaborative and creative manner.
* Management and Timeliness – Able to effectively manage and coordinate tasks in a timely and efficient manner.

EDUCATION:

Tertiary

**University of Trinidad and Tobago (UTT) September 2012 to 2016**Corinth Campus   
Corinth,   
Tel: +1 (868) 642-8888

* Bachelor of Education (B.Ed.) – Primary Specialization

Secondary

**Fyzabad Anglican Secondary School (FASS) September 2005 to 2012**Guapo Road,   
Fyzabad.  
Tel: +1 (868) 677-7439

* CAPE A’ Level Examination – 2011-2012

*Subject Grade*

Accounts Three (3)

Communication Studies Four (4)

Caribbean Studies Four (4)

Management of Business Five (5)

Economics Five (5)

* CXC O’ Level Examination – 2010  
  *Subject Grade*

Mathematics \*One (1) English A One (1)  
Information Technology Two (2)  
Integrated Science Two (2)  
Principles of Business Two (2)  
Principles of Account Two (2)  
Spanish Three (3)

History Three (3)

\*Distinction

OTHER:-

* National Gas Company of Trinidad and Tobago 2013-2015

Summer Internship Programme

* Al Ameen Youth Group

Secretarial Position

REFERENCES:

**Available upon request.**