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|  | Aleeyia Scope  **#20 Bootan Street, Bank Village, Carapachaima, Trinidad**  **Phone: 754-3624 or 313-2650**  **E-mail:** [**aleeyiascope@hotmail.com**](mailto:aleeyiascope@hotmail.com) **or scoperolle@hotmail.com** |

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|  | Objectives  To acquire a dynamic position in a challenging environment that would allow me to employ the qualifications, skills and knowledge, which I have acquired, and to assist in the further growth and development of the organization with which I become employed.  Date of Birth  3rd September 1983  Marital Status  Single  Education   * WTO E-Learning Certificate in Introduction to WTO (2016)- Institute for Training and Technical Cooperation in the World Trade Organization * WTO E-Learning Certificate in Market Access for Goods and Non-Agricultural Market Access NAMA Negotiations (2016)- Institute for Training and Technical Cooperation in the World Trade Organization * WTO E-Learning Certificate in Trade in Services (2016) - Institute for Training and Technical Cooperation in the World Trade Organization * WTO E-Learning Certificate in A short trip through TRIPS (2016) - Institute for Training and Technical Cooperation in the World Trade Organization * Certificate in Human Resource Management (2013) – Technical Institute for Learning Ltd, San Fernando, Trinidad. * Certificate in Quality Control Management (2013)- Technical Institute for Learning Ltd,   San Fernando , Trinidad.   * Associate Degree in Early Childhood Education (2007) – Galilee College, Nassau, Bahamas * Six (6) Bahamas General Certificate of Secondary Education Passes equivalent to GCE O’Levels Passes (1999 - 2000) – St. George’s High School, Freeport, Grand Bahama   - English - B  - Mathematics – A  - Spanish – C  - Geography – C  - Biology – C  - Chemistry - C   * St. Joseph’s Convent, San Fernando – 1995 - 1999 (Migrated to Nassau Bahamas in 1999)   Experience  G.D.P Processor/ Quality Control Officer (2014 to present)  Central Bank of Trinidad and Tobago / Census Planning and Management Division   * Make meeting and event arrangements * Assist in the organizing and execution of meetings and events * Prepare reports and minutes * Perform office support for multiple supervisors * Ensure the quality of statistical reports and publications * Record and maintain all indexed documents * Monitor department activities and post content to all team members * Conduct research and gather documentation in order to compile comprehensive reports * Operate standard office equipment   Clerical Assistant (2012 to 2013)  Ministry of Planning and Sustainable Development  ( Census Planning and Management Division)  Duties:   * Assist in the duties of an RPI officer in the RPI division. * To create a sheet of imputed prices of household items in order to produce figures related to the inflation rate.   Data Verifier/ Editor ( 2011 to 2012)  Ministry of Planning and the Economy  ( Census Planning and Management Division)  ( Worked as an enumerator for the 2010 Census)  Duties:   * Identify scanned batches for correction * Receive physical batches from Verifier Supervisor * Assist subject Matter section with the stripping and batching of questionnaires when required * Verify and edit errors on questionnaires * Sign-off Batch Slips when verifying process is completed * Return verified batches to Verifier Supervisor * Logs work completed in Register   Classroom Assistant ( 2009 to 2010)  Carapichaima Anglican School, Carapichaima, Trinidad  Duties:   * Helping children in all areas of the curriculum * Assisting with the preparation of the learning environment * Liaising with parents * Maintaining student records and carrying out administrative tasks * Assisting with the development of support materials * Helping with the assessment of pupils progress   Teacher – Mathematics and Music (2008 to 2009)  Renaissance Academy, Nassau, Bahamas  Duties:   * Review curriculum and develop Lesson plans * Teach students by way of explanations and demonstration of artistic techniques * Manage and control students’ behavior in the classroom * Prepare students for standardize testing, assessments and examinations * Maintain student attendance records, grades and other required records * Participate in campus and community events * Display students’ work in schools, galleries and exhibitions.   Teacher – Mathematics and Music (2006 to 2007)  Galilee Academy, Nassau, Bahamas  Duties:   * Review curriculum and develop Lesson plans * Application of innovative teaching methods to motivate and teach each student * Correct and grad tests and assignments * Identify students’ ‘weak areas’ and approach these areas in new and innovative ways * Manage and control students’ behavior in the classroom * Ensure that students adhere to school and class rules.   Secretary/ Assistant (2001 to 2003)  Common Wealth Building Supplies, Nassau, Bahamas  Duties:   * Perform all secretarial duties; inclusive of answer telephones, direct calls, take messages, managing in/ out faxing, typing or letters and correspondence, sending emails, maintaining office records, filing and referencing * Provide translation and interpretation services * Assist the Director in maintaining effective communication with Project Partners * Balancing or register and preparation of daily sales summary and deposits * Preparation of reports and proposals * Management of General Director’s schedule * Management of all office expenses * Arrangement of hotel reservations, flight reservations, visa acquisition/renewal, passport renewal, resident permits and work permits for Board of Directors and other employees * Develop and maintain filing systems   Volunteer Teacher – K1 (2000 - 2001)  Grand Bahama Christian Academy, Freeport, Bahamas  Duties:   * Attend ongoing Children’s Ministry training and meetings when necessary * Prepare curriculum, activities, crafts and class material prior to class * Prepare and guide Bible learning activities from the provided Bible Curriculum * Teach the Bible lessons in a creative way so that children will learn and grow in their faith * Record, monitor and report on weekly attendance * Supervise children at all times * Ensure that all necessary supplies are available at all times.   Additional Skills / Competencies   * Highly proficient in all Microsoft Office Applications * Good written and verbal presentation skills * Excellent attendance record * Possess high quality standards * Very good with numbers (Mathematics)   Awards Received / Major Achievements   * Distinction in Human Resource Management and Quality Control Management at Technical Institute for Learning Limited, San Fernando, Trinidad. * Most Outstanding Student in Early Childhood (2007) – Galilee College, Nassau, Bahamas * Highest G.P.A (2000) .- St. George’s High School, Freeport, Grand Bahama * Top Achiever Award (2000) - St. George’s High School, Freeport, Grand Bahama   References   * Upon request |
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