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| 17 Lloyd St, San Juan •358-6505/6386238• *albertbelle39@yahoo.com* | | | |
| Albert Belle | | | |
| Objective | | | |
| * Enthusiastic Business Major with Associate Degree from College of Science, Technology and Applied Arts of Trinidad and Tobago with strong verbal communication, research and critical thinking skills | | | |
| Experience | | | |
| 2014 -2016 | | JCD & Associates | Port of Spain |
| Social Media ExpertiseVersed in the use of Facebook and TwitterCoordinated successful social media contest (see The Bahamas Junkanoo Carnival contest)Generated over two thousand likes for Facebook page ‘Caribbean Passport’2006-2014 Belle’s Men Store Port of SpainAdvertising and General Computer Data entry      * Creating eye catching fliers to advertise goods and sales * Keeping records of sales and item amounts * Performing any other tasks allotted by store owner/manager | | | |
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| 2004-2005 | | CCS (Illuminat) | Port of Spain |
| Stores Clerk  * Recorded the number of units handled and moved using company database. * Assisted in stock taking in warehouse | | | |
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| 2002 | | Ministry of Education | Port of Spain |
| Temporary Data Entry Clerk  * Allocated grant money to school children and created computer data records of names for government grant distribution using basic entry software | | | |
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| **Education** | |  |  |
| 2010-2012 | **COSTAATT** | | Port of Spain |
| * A Bachelors Degree in Applied Entrepreneurship with emphasis on the skills needed to create and manage your own business ventures | | | |
| 2005-2010 | COSTAATT | | Port of Spain |
| Associate in Applied Science Degree in Management Information Systems with Emphasis on Business Administration, Marketing analysis and Public Relations | | | |
| 2004 | University of The West Indies | | St.Augustine |
| Certificate of Achievement  * PC and Maintenance and Upgrade | | | |
|  | | | |
| 1995-2003 | Downer’s Finishing School | | Diego Martin |
| CXC and Cambridge  * 4 O-levels including Math * Cambridge Ordinary Level: Human and Social Biology | | | |

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| 1994 | School of Business and Computer Science | Champ Fleurs |
| Certificate  * Computer Literacy: DOS, Wordperfect, Lotus,Windows | | |

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| 1990-1995 | Queens Royal College | Port of Spain |
| CXC  * 1 O-level including English A | | |

**Hobbies**

* Social media - Facebook
* Avid reader of novels, science fiction and multicultural mythology and stories
* Movie Buff