To obtain a position an administrative position or a pharmacy attendant at the Massy Stores’ San Fernando branch.

CORE COMPETENCIES

♦ Customer Service Satisfaction ♦ Communication ♦ Events Planning ♦ Professionalism

♦ Strong Knowledge Base ♦ Analytical skills ♦ Fast pasted worker ♦ Photography

PROFESSIONAL EXPERIENCE

**Carlyde Ltd**

**Company Executive Officer/ Secretary**  01/ 2010- present

* Overseeing daily business operations
* Customer correspondence

**Penal Secondary School**

**Teacher** 08/ 2012- 10/2012

\* Subjects taught: Biology; Integrated Science; Human and Social Biology.

* Forms 2- 4

**The Fifth Summit of the Americas/ Commonwealth Heads of Government Meeting 2009**

**National Secretariat Staff- Accreditation; Policy and Parallel Events Division** 03/ 2009- 12/2009

Functioned at the various Divisions at separate intervals as Media Accreditation Officer; Delegate Handbook Composer; Summit Support Specialist’s Assistant.

* Liaison to participants (Local and International Media), High Commissions and COMSEC
* Accreditation
* Event Planning
* Resolve conflict
* Training new staff
* Editing, formatting and proofing of Delegate’s handbook
* Receiving approval from TDC for use of photos
* Research.

**Transaw Ltd**

**Administrative Assistant** 05/ 2006 - 03/ 2009

\* Overseeing daily business operations

\* Training new staff

∗ Book keeping

∗ Processing payroll

\* Working closely with the General Manager

ADDITIONAL ACCOMPLISHMENTS

∗ Photographer for Kwesi Selvon’s cookbook- “The One Baking Book”

∗ Proficient in: Microsoft Word; Excel: Powerpoint

∗ (1/14-present)- Administrator/ Public Relations Officer- Zack Cherian International Ministries Services T&T

∗ (1/13-7/13)- Head Event Coordinator- For the Gary Simons Ministries Services- Trinidad and Tobago.

∗ (7/11- 10/11)- Crusade Coordinator- For the Finu Iype (Canadian Evangelist) Crusade- Morne Diablo

∗ (2/11- 4/11)- Actress for “Aladdin and the Trini Genie”- *DC Shell Theatre* (Performed at NAPA)

∗ (2/11- 10/13)- Advertising/ Administrative Committee for Evg. Finu Iype, Passion to Reach Ministries- Caribbean

* Photographer at Evangelistic Events- with Finu Iype, Gary Simons and Zack Cherian.
* (7/10) A Voice for the Audio Book, “Caribbean Woman” by Sullivan Walker
* Actress for the film production, “The Caged Bird” (Appeared in the Trinidad and Tobago Film Festival 2008 at

MovieTowne, POS)

* (2006- Fall Semester) Took part in the Exchange Program to the University of Wisconsin- Madison, USA
* (2006) Member of the Inter- Varsity Christian Fellowship group, UW-Madison
* (2002-2004) President of the Inter- School Christian Fellowship group, Barrackpore Secondary Comprehensive.

**Education:**

2008- Bachelor’s of Science Degree, Double Major in Environmental and Natural Resources Management;

with Zoology- University of the West Indies, St Augustine.

2004- Advance Levels Certificate, Barrackpore Secondary Comprehensive School.

2002- Caribbean Examination Council Certificate, Barrackpore Secondary Comprehensive School.

**References: professional and personal on request**