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# Objective

Recently graduated university student very eager to gain experience in the world of work and continue learning beyond university.

# Skills

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| * Fast Learner * Professional work ethic * Excellent interpersonal skills | * Excellent research skills * Critical thinker |  |

# Work History

Administrative Assistant

**Cathedral of Christian Excellence International** – St. Joseph, Trinidad (October 2016- present)

* Preparation of out-going letters and documents
* Payment of utilities
* Answering calls and enquiries about all church and pastoral services

Administrative Assistant

**Gayelle Limited** – Curepe, Trinidad and Tobago (January 2013 – August 2013)

* Coordinated work between multiple departments.
* Planned and coordinated logistics and materials for staff meetings and events.
* Ordered and distributed office supplies whilde adhering to a fixed office budget.
* Managed office supplies, vendors organization and upkeep
* Directed guests and routed deliveries and courier services.

Bank Teller

Scotiabank Trinidad and Tobago Ltd. – Port- of - Spain, Trinidad (January 2012- January 2013)

* Continued education on current banking products and services through monthly sales and service meetings
* Answered inquires on banking products including chequing, savings and loans and lines of credit
* Directed referrals for new banking products and services to sales team.

# Education

Bachelor of Science – Physical Therapy (2016)

**University of the West Indies, Mona Campus** – Kingston, Jamaica

Roles and achievements: Physical Therapy Student Association

High school diploma – Cape (2011)

**St. George’s College** – Barataria, Trinidad and Tobago

Roles and achievements: Deputy Head girl, Female football team, Swim team