**Resume of Shana Uloma Saddiyquie Lovell**

**OBJECTIVE:**

*To obtain a position in your company where my education, passion, experience, natural skills and my nurtured skills will be challenged and given space to mature and benefit all operations and people involved.*

**PERSONAL DETAILS**

**Address:**  # 3 B Achong Street, Tunapuna

**Phone Contact:** 1-868-486-3667 or 282-8051

**Date of Birth:**  13th January 1991

**WORKING EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **COMPANY** | **DUTIES** | **YEAR** |
| Founder and Executive Director | Jabel Productions | * Videography * Photography * Editing * Teaching Theatre * Administrative | 2016 - Present |
| Assistant Secretary | North Central Regional Health Authority | * Assistant to the Secretary of the General Manager Nursing Services. * Administrative | 2014-2016 |
| Administrator | Jireh’s Day Care, Preschool and After School Programme | * Ensuring good customer service * Communicating with satisfied and dissatisfied costumers * Addressing complaints in a timely, efficient, respectable manner * Filing and organizing * Collecting and receiving files, money and important information. | 2011-2013 |

**ACHIEVEMENTS**

* Practitioners Certificate in Theatre and Education @ UWI
* Television Broadcasting Certificate @ IBC
* Theatre Arts Certificate @ Necessary Arts
* CXC – O’Levels
* Mathematics
* Principles of Accounts
* Information Technology
* Principles of Business
* Geography
* English A

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **Years** | **Institution** | **Programme** |
| 2011-present | University of the West Indies | BAFilmand Communication |
| 2009-2010 | University of the West Indies | Certificate in Theatre and Education |
| 2009 | Brown Cotton Theatre | Street Theatre |
| 2009 | IBC, Institute of Broadcasting | Television Broadcasting |
| 2008 - 2009 | Necessary Arts | Theatre Production |
| 2007 - 2009 | COSTAATT | Management and IT |
| 2002-2007 | Bishop Anstey High School East |  |
| 1995- 2002 | DinsleyTrincity Government Primary School |  |

**SKILLS:**

* Team Building
* Communicating
* Listening
* Organizing
* Self motivated
* Observant
* Leading
* Windows and Macintosh operating systems knowledge
* Microsoft office suite knowledge
* Adobe editing suite knowledge
* Stage Managing
* Writing and Performing Poetry
* Television Broadcasting