**Résumé**

**michael l. Mc nicolls**

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| **Candidate Profile** | | |
| **OBJECTIVE**  **KEY SKILLS** | | A detail oriented, goal driven individual whose academic background rests in the meticulous training ground of the field of medicine. This candidate is a strong team player who excels at person-to-person interaction, has superior interpersonal skills and an affinity for high quality customer service. This candidate is astute and understands clearly how important it is to be meticulous in the performance of tasks and work in an environment precision is key to success. A disciplined individual, who knows how to effectively prioritize in a high-pressure environment and is an accomplished professional musician. A candidate who takes leadership seriously and has spent many years building his leadership portfolio, by doing community service. This candidate is an effective communicator, a strong public speaker, with excellent written and oral communications skills. Proficient in information technology systems and the management of social media.  Seeking employment, in a dynamic, goal-driven company in need of agile, versatile, goal-driven team member, who is willing to put time, effort, and commitment into the job.  **Problem Solving:** Resolves problem in a systematic and logical manner  **Strong Team Player:** Shares knowledge and encourages development of others to achieve specific goals while exercising professionalism and employing tact, to assist with improving performance of self and others  **Organization:** Advanced planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely manner  **System knowledge:** Proficient in all MS Office applications to ensure accurate preparations of charts, presentations, spreadsheets and various reports  **Communication**: Deals with both the internal and external clients at all levels in a confident and efficient manner to ensure successful communication and proactivity in operations |
| **WORK experience** | | |
|  | | *October 15, 2014-October 15, 2016: CLERICAL ASSISTANT*  Ministry Of Works and Transport, Matilda Junction, Princes Town Accounts Department & Maintenance Division  **DUTIES**:   * Prepared monthly salary reports and pay sheets * Prepared time sheets for field workers * Supported management in the execution of all administrative tasks * Prepared monthly work flow charts for field workers * Data collection and analysis   *June 2006-August 2006 &2007:* ***OPERATING THEATRE ASSISTANT***  Gulf View Medical Centre, Gulf Link Road, La Romaine  **DUTIES**:   * Assisted surgeons and nurses in controlling the environment in an operating room during surgery. * Assisted in maintaining a clean environment, ensuring that doctors and nurses had required equipment and materials for surgery, prepared patients for surgery and ensured that patients were safely returned to their rooms after their procedures.   *2005-2006:* ***CUSTOMER SERVICE REPRESENTATIVE***  Cumberland Farms, South Lancaster, MA,01561  ***DUTIES****:*   * Processed daily administrative tasks for business operations, generated daily sales assessment report, daily cash reconciliations, managed payment accounts for the organisation.     *2002-2004 University Student Work*  *2000-2003 –* ***BIOLOGY LAB ASSISTANT***  Atlantic Union College, South Lancaster, MA, 01561 U.S.A.  *2004:* ***MEN’S DORMITORY RECEPTIONIST***  Atlantic Union College, South Lancaster, MA, 01561 U.S.A.  *2003:* ***GYMNASIUM RECEPTIONIST***  Atlantic Union College, South Lancaster, MA, 01561 U.S.A.  *2002-2003:* ***HOUSEKEEPING EMPLOYEE***  Atlantic Union College, South Lancaster, MA, 01561 U.S.A. |
| **Education**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **2006-2012: Pursued a Medical Degree at St George’s University: Grenada**  **N.B. Qualification Incomplete however candidate completed all course work satisfactorily with the exception of a final Practical Examination – Transcripts available for testimony if required.**  **2000-2005: Bachelor of Science Degree in Biology at the Atlantic Union College, South Lancaster, MA, 01561 U.S.A**  Major in Biology  Minor in Chemistry    **GCE Advanced Level at St Stephens College Princes Town**   * General Paper * Biology * Chemistry * Mathematics     **CXC O Levels at the Princes Town Senior Comprehensive Princes Town 1993-1998**   |  | | --- | | 1 | | 2 | | 2 | | 2 | | 2 | | 1 | | 1 |  * Biology * Chemistry * Spanish * Physics * English Literature * English Language * Mathematics |     **REFERENCES** | | |

Character Reference

Steve Martinez

Former AO 5 Ministry of Health

Port of Spain

Trinidad and Tobago

Professional Reference

Leigh de Leon

Former Head of Communications and Media Relations

Office of the Prime Minister

Trinidad and Tobago

Contact for referees Information Available Upon Request