**Haily Dookie**

lp #174, Brickfield village, WATERLOO road, carapichaima

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hailydooks@gmail.com

A hard working, goal oriented, diligent and honest secretary at an established organization in Trinidad and Tobago.

## Professional Experience

waterloo community centre

*Supervisor, August 2014 – July 2016*

* Ensured the tardiness of other employees on a daily basis
* Ensured the timely and efficient running of daily activities
* Ensured all necessary resources were available for both employees and the centre itself
* Dealt with customer issues and employees’ concerns in a professional manner
* Coordinated fund raisers

Academic Review Camp (ARC)

*Group leader, September 2014*

* Assisted younger student tutors in how to go about dealing with even younger students in helping them to achieve academic success such as by teaching them communication skills via fun workshops.

Sixth formers association services (SFAS)

*Student Teacher, July 2013*

* Assisted students who were going into the standard 4 class come that September to have a little insight as to what academics they were going to be exposed to with the help of other group members.

butler’s Institution for labour and learning

*Tutor, July 2009 – July 2013*

* Basically taught students of the primary school level who were struggling with reading and writing as well as helped them with homework assignments.

## Education

Holy faith convent, Couva

*CSEC, September 2010 - July 2012*

* *Mathematics - I*
* *English A - I*
* *English B - II*
* *Spanish - II*
* *Information Technology - I*
* *Principles of Accounts - II*
* *Principles of Business - I*
* *Geography - II*
* *Biology - III*

Holy faith convent, Couva

*CAPE UNIT (I), September 2012 – July 2013*

* *Accounting - I*
* *Caribbean Studies - II*
* *Economics - II*
* *Management of Business - II*

Holy faith convent, Couva

*CAPE UNIT (II), September 2013 – July 2014*

* *Accounting- II*
* *Communication Studies - I*
* *Economics - I*
* *Management of Business - I*

UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

*BSC. MANAGEMENT STUDIES (Year I), September 2014 – July 2015*

* *Workplace Protocol for Student - P*
* *Remedial Mathematics - P*
* *Introduction to Microeconomics – A\_*
* *Introduction to Statistics – C+*
* *Mathematics for Economics I – B+*
* *Science, Medication and Technology in Society – B+*
* *Principles of Marketing – B+*

UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

*BSC. MANAGEMENT STUDIES (Year II), September 2015 – July 2016*

* Academic English for Research Purposes – C+
* Management Information Systems I – C
* Financial Management I – A
* Money and Capital Markets – C
* Investment and Analysis – B-
* Taxation I – C+
* Organizational Behaviour – B-
* Quantitative Methods – A
* Managerial Economics – A+