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| Ms. Geniel OLIVIA Bailey |  |
| #52 A,LAVENTILLE ROAD,FEBEAU VILLAGE,SAN JUAN |
| 315-7716 ▪ geniebalie@gmail.com |  |

Objectives

To gain hands on experience while working in a conducive environment.

Experience

Clerical Assistant

* Ministry of National Security ▪ 2017
* Ministry of Tourism ▪ 2016

Food Preparation

Pizza Hut ▪ 2015

Clerical Assistant

Eric Williams Medical Sciences Complex ▪ 2015

Skills

* Communication
* Diligence
* Persistence
* Ability to Learn
* Ambition

Education

College of Science, Technology and Applied Arts of Trinidad and Tobago

* A.A.S Journalism & Public Relations ▪ 2016
* B.A. Mass Communication ▪ Pending 2017

St. Josephs College

C.X.C

Subject Grade Year

English 2 2011

Office Administration 2 2011

Human and Social Biology 2 2011

Social Studies 3 2011

English Literature 2 2012

Spanish 3 2012

**Certification**

Hazardous Communication

Authorized Education Centre for the Emergency Care and Safety Institute and National Safety Council

Image, Social Etiquette & Communication

The Image Support Centre of Trinidad and Tobago

Other Relevant Training

Journalism Internship



Power 102 FM.