**CAREER OBJECTIVE**

A career within an organization which would not only utilizes my abilities, but also offers opportunities for personal and professional advancement. More importantly, where my creativity, diligence and enthusiasm would be an asset to your organization.

**PROFESSIONAL EXPERIENCE**

**Contract POWERGEN**

***Stock Count Manager***

* Manage all staff members on the stock count
* Ensure all items are tag properly
* Ensure that all safety measures are followed
* Ensure that relevant operational procedures and instructions are carried out so that work is carried out in a controlled and consistent manner
* Input data into the system and run reports of the stock count

April 2012 – May 2014 **SCHOOL OF HIGHER EDUCATION LIMITED (SHEL)**

***Marketing & Business Development Manager- North***

* Implementation of new programmes
* Manage the intake of new enrollments
* Manage and coordinate all marketing, advertising
* Conduct market research to determine market requirements for existing and future programmes
* Analysis of customer research, current market conditions and competitor information
* Develop and implement marketing plans and projects for new and existing products
* Deliver marketing activity within agreed budget
* Determine and manage the marketing budget
* Analysis of customer research, current market conditions and competitor information
* Develop and implement marketing plans and projects for new and existing products
* Manage the productivity of the marketing plans and projects
* Monitor, review and report on all marketing activity and results
* Conduct market research to determine our customers’ needs for additional branches.

09/2008 – 03/2012 **BUILT ENVIRONMENT SOLUTIONS LTD**

***Marketing & Corporate Services Officer***

* Direct overall marketing and strategic planning programs, and corporate communications.
* Facilitate client development through marketing and client services programs.
* Design, implement, and facilitate annual marketing plan
* Support and facilitate development and implementation of section business/marketing plans.
* Plan and administer the Marketing Operations budget;
* Oversee the Charitable Contributions Foundation.
* Organize and implement client relations
* Oversee business development activities
* Oversee corporate communications activities through Communications Coordinator
* Develop and administer marketing database
* Assist with and support involvement in various networks including coordinating business development and marketing
* Supervise Marketing Coordinator, Corporate Services Coordinator, Marketing Officers and Technical Officers. Make staffing and hiring decisions within marketing department.

09/2005 – 08/2008 **TRINIDAD BUILDING & LOAN ASSOCIATION**

***Customer Service Representative***

* Manage and coordinate all marketing, advertising and promotional staff and activities
* Conduct market research to determine market requirements for existing and future products
* Manage the delinquency portfolio
* Assist customer where necessary
* Telephone operator
* Training of cashiers
* Relief cashier

**EDUCATION**

Currently reading for a Masters of Business Administration with emphasis in Project Management and

Entrepreneurial Management. To be completed by October 2017.

04/2016 – 08/2016 **AUSTRALIAN INSTITUTE OF BUSINESS (AIB)**

**Post Graduate*– Management***

Operations Management

Strategic Human Resource Management

Corporate Governance

Financial Management

09/2003 – 06/2005 **RIO CLARO HIGH SCHOOL**

***CXC ‘O’ Levels:***

Information Technology I

Mathematics III

Social Studies III

English Language III

Agricultural Science III

Chemistry III

**Reference Furnish Upon Request**