|  |
| --- |
| **Salisha ramnarine** |
| #6 Trinity Drive,  La Clave Extension,  East Edingburgh Gardens (500),  Chaguanas  729-7287 or 729-7297  salisharamnarine28@gmail.com |

**Objective**

To serve in a Developmental capacity through the use of Humanistic Interventions in order to facilitate the needs of Individual Growth and Pro-Social Behaviour.

**Education & TRAINING**

***University of the Southern Caribbean (USC)***

BSc (Hons) Psychology *May, 2014*

***Couva Government Secondary School***

* Cambridge (GCE) A’Levels: *June, 2000*

Accounting, Economics, Sociology and General Paper

* Caribbean Examinations Council (CXC) O’Levels: *June, 1998*

English A, English B, Mathematics, Principles of Accounts

Principles of Business, Social Studies, and Integrated Science

* Caribbean Examinations Council (CXC) O’Levels: *June, 2011*

Spanish

**certification**

***Ministry of Education of Trinidad and Tobago***

* Teacher II (Secondary) Social Studies
* Teacher’s Registration Number 83195

***Other Certificates Attained***

* Mediation and Conflict Resolution (Workshop) *August, 2013*

University of the West Indies & Trinidad Youth Council

* Workshop Facilitation & Group Counseling *April, 2013*

University of the Southern Caribbean

* Computerized Typing (45wpm) *June, 2011*

School of Practical Accounting

**Experience**

***Case Worker***

Ministry of the People and Social Development *March, 2015 to Sept, 2016*

Nahous Building, 45A-C St Vincent Street, Port-of-Spain

* Interviewing of applicants for TTCard;
* Visiting clients’ homes for verification of information and social report;
* Writing Referrals to relevant Ministries/Departments for Holistic Improvement Initiatives with Clients;
* Counselling clients in areas pertinent to their development and success in meeting life’s challenges;
* Writing Case Files and Making Recommendations on applications investigated;
* Implementing RISE-UP (developmental) initiatives with clients.

***Administrative Assistant (OJT)***

Ministry of the People and Social Development *November, 2014 to March, 2015*

Nahous Building, 45A-C St Vincent Street, Port of Spain

* Preparation of Minutes for Team Meetings;
* Research for development of Team’s mandate;
* Interviewing Clients and Conducting Means Test for TTCard;
* Other Administrative tasks as per supervisor’s instructions.

***Research Assistant***

Inter-American Drug Control Commission (CICAD) and the Centre for Mental Health and Addiction – University of Toronto *July, 2014*

* Conducting interviews for the multi-centric study entitled: Attitudes Towards Persons Who Abuse Drugs (Alcohol, Marijuana and Cocaine) in Five Latin American Countries and Five Caribbean Countries.

***Assistant Life Skills Coach***

Pearl Yatali Gonzales trading as

Element P Performance Consultants *July to August 2011 & 2012*

P.O. Box 2219 Chaguanas, Trinidad and Tobago

* Assist Life Skills Coach with the facilitation of Life Skills Sessions for the

OJT Life Skills Training Programme.

***Teacher***

Moms for Literacy *March 2013 to September 2013*

29 Eastern Main Road, Petit Bourg

* Instilling basic sight reading and word recognition to children 4 to 9 years.

***Field Experience (Social Work Training)***

Military Led Academic Training *September 2013 to December 2013*

Social Work Department

Old Teacher’s Training College,

Mausica Road, Mausica

* Acquired vital knowledge in conducting Individual, Group and Targeted Therapeutic Sessions;
* Assisted with preparing a Presentation on Stress Management for Workshop;
* Sat in at Individual Counselling sessions and observed the therapeutic interventions that were utilized in the Programme;
* Assisted in Drug Intervention session;
* Participated in Case Conferencing and Programming Discussions.

***Data Collector***

Delta Dynamics Limited *January 2010 to March 2010*

Sum Sum Hill, Claxton Bay

* Observing and Recording the status of clients’ assets, equipment and building facilities for the provision of Asset Management Services.

***Temp Clerk***

Sagicor Life Incorporated *July 2009 to December 2009*

16 Queen’s Park West, Port of Spain

* Receptionist and Clerical Assistant for the Mortgage Department and the Recruiting Department.

***Billing Clerk/Administrative Assistant***

Furness Ice & Cold Storage Limited *February 2002 to August 2004*

Cocoyea Round About, San Fernando

* Compiling Cash Reports on a daily basis;
* Processing of Invoices;
* Stock Reconciliation for Clients;
* Processing Delivery Notes for the Removal of Goods in Storage;
* Preparing all documents for goods placed in storage.

***Policy Typist/Filing Clerk***

Furness Anchorage General Insurance Limited *March 2001 to February 2002*

Sea Lots, Port of Spain

* Typing of letters to Financial Institutions, Brokers, Clients, and Licensing Office ;
* Typing of all Policy Documents;
* Preparing and dispatching all Policy Documents for signature to Brokers, Financial Institutions and Clients;
* Filling of incoming correspondence and processing of new files.

**REFERENCES**

Pearl Yatali-Gonzales

Life Skills Coordinator

681-7013.

Mr. Imo Bakari.

Lecturer - University of the Southern Caribbean

778-5141.