**Jhade Lai Fook**

**No. 6, 11th Street West**

**Cassleton Ave**

**Trincity**

**Contact No.**: (868) 315-3809

**Email Address**: [jhadelaifook@outlook.com](mailto:jhadelaifook@outlook.com)

* **Personal Profile**

An organized, detail oriented and charismatic individual, who possesses the characteristics of a leader, who is motivated by team work and seeks to assist any institution in achieving its long-term and short-term goals.

* **Work Experience**

***Sweet Nothings Edible Arrangements – (October 2016 to February 2017)***

**Functions**

* **Customer Service Representative**- Take orders from customers via phone calls, email or walk-ins. Organize orders to be delivered or picked up by customers. Address customer complaints and queries.

***Eastern Elementary Private School - (September 2013 to September 2016)***

**Functions:-**

* **Head of the Infant Department**- Responsible for teaching both First and Second Year classes and conducted training sessions for potential Infant teachers.
* **Head of the Drama and Creative Movement**- Trained students for their Continuous Assessment Component**(CAC)** examinations.

* **Events Co-ordinator** - Organized Christmas concerts, Easter parades etc., as well as special fundraising ventures and graduations.

***Maven- First.com - (July 2014 to October 2014)***

Functions:-

* Engaged in “Street team” Marketing to promote the app to persons all over the country.

***The University of Trinidad and Tobago (UTT) - (July 2013 to September 2013)***

Functions:-

**Brand Ambassador:-**

* Organized orientation packages for new students.
* Assisted with the renovation of one of the campus’ labs.
* Educated others about the different programs available at the University

* **Education& Training**

***Formula Botanica - Organic Cosmetic Science School***

* ***Diploma in Organic Skincare Formulation – (June 2017-September 2019)***

***University of Trinidad and Tobago (UTT) - (September 2012 to September 2014)***

* **Bachelors of Fine Arts-Acting**

***San Juan South Secondary School*** *-* ***(September 2007 to September 2012)***

**Certificate Awarded- Caribbean Secondary Education Certificate (CSEC)**

* Mathematics - Grade 3
* English A - Grade 1
* Caribbean History -Grade 1
* Principles of Business - Grade 2
* Principles of Accounts - Grade 2
* Geography - Grade 2
* Biology -Grade 2

***\*References can be made available upon request.***