Stacy-Ann Samaroo-Ramroop

Mc David Trace Lopinot Road Surrey Village Arouca.

Contact: 794-8797 Email:stacysamaroo@gmail.com

**Biodate**

Date of Birth: 02 May 1988

Place of Birth: Trinidad

Marital Status: Married

I wish to introduce myself as Stacy-Ann Samaroo – Ramroop currently a student at the University of the West Indies St. Augustine Campus pursuing an MSc in Agri Food Safety and Quality Assurance. I have a passion for people and research and therefore am looking to align myself within a workplace that allows me to embrace my passion. I am a hard and dedicated worker. Attached is a copy of my resume which would reflect but is not limited to my work experience and qualifications.

**Education**

Currently pursuing a MSc in Agri Food Safety and Quality Assurance

**University of West Indies St. Augustine**

BSc Agribusiness and Minor Criminology

**St.Joseph’s Convent Port of Spain**

**A level:** Communication Studies 2

Caribbean Studies 4

Sociology 4, 3

Literatures in English 3, 4

**CXC:**  History 3

English Literature 1(Distinction)

English Language 2

Principles of Business 2

Mathematics 2

**Work Experience and Skills Acquired**

November 2016- November 2016 Assistant on Cassava Bread Project at UWI St. Augustine Faculty of Engineering

January 2016 – Present Interim Chairperson of the Bon Air West Management Committee

May 2013- January 2016 Sales Manager at Health Point Marketing Company Limited

April 18 2012- Present Secretary of Supernovas Steel Orchestra

25 May 2011- Present Secretary Management Committee Bon Air West Regional Facility Ministry Community Development

February 2011 – April 2011 Coordinator for Child Abuse March

East- West corridor

June 2009- August 2009 COI at National Insurance Board

Arima.

May 2009- June 2009 Research Officer at Ansa McAl Research

Centre UWI St. Augustine.

May 2008-August 2008 Library Assistant Trintoplan Consultants Ltd

July 2007- August 2007 Library Assistant Trintoplan Consultants Ltd

July 2006- August 2007 Library Assistant Trintoplan Consultants Ltd

**Skills and Abilities**

* Proficiency in Microsoft Office
* Proficiency in Microsoft Excel
* Knowledge of Microsoft PowerPoint
* Knowledge of Data Entry
* Conducted telephone research efficiently for Psychological Research Centre at UWI St. Augustine
* Excellent interpersonal and team skills
* Great leadership qualities
* Efficient coordinator of events
* Event planner

**Responsibilities carried out**

* Filing
* Set up and carry out marketing strategy to increase sales
* Carried out basic pay sheets preparation
* Preparation of timesheets
* Preparation of Claims
* Day to day preparation of Order requests
* Preparation of Invoices
* Taking and preparing minutes

**Interest**

* Music
* Research
* Volunteering

**References**

Alfred Gaskin

Teacher

366-2208

Gregory St Bernard

Project Manager

708-4313