**RESUME**

**Kefia Thomas**

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**E-Mail:** [thomaskefia@gmail.com](mailto:thomaskefia@gmail.com)

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| --- | --- | --- | --- | --- |
| **Personal** | | | | |
|  |  |  |  | |
| Date of Birth: | June 10th, 1991 |  |  | |
| Gender: | Female |  |  | |
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| **Objective** | | | | |
|  | To be the best I can be regardless of the circumstances that may arise and to use my potential to its fullest. | | | |
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| **Educational Institutes** | | | | |
|  |  |  |  | |
| **Year** | **Institute** |  |  | |
|  |  |  |  | |
| 2008-2009 | St. Augustine Secondary School  Corner Gordon and Warren Streets, St Augustine | | | |
|  |  | | | |
| 2003-2008 | Success Laventille Secondary School  Eastern Main Road, Laventille | | | |
|  |  | | | |
| 1996-2003 | Barataria Anglican Primary School  Corner Sixth Avenue and Eight Street, Barataria | | | |
|  |  | | | |
| 1994-1996 | Angel’s Kindgarten Pre school  Corner Sixth Avenue and Third Street, Barataria | | | |
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| **Qualifications** | | | | |
|  |  |  |  | |
| **Year** | **Subject** | **Examination Body/**  **Proficiency** | | **Grade** |
|  |  |  | |  |
| 2008 | Visual Arts | CXC / General | | 2 |
| 2008 | Integrated Science | CXC / General | | 3 |
| 2009 | Food & Nutrition | CXC / General | | 3 |
| 2009 | Social Studies | CXC / General | | 3 |
| 2015 | English Language | CXC / General | | 3 |
|  |  |  | |  |
| **Professional Development** | | | | |
|  |  |  |  | |
| **Year** | **Discipline** | **Certificate Level** | **Certification Body** | |
|  |  |  |  | |
| 2015 | Data Operation | Pending | YTEPP | |
| 2013 | Graphic Design | Certificate | YTEPP | |
| 2010 | T&T Youth Sports Camp | Certificate | T&T Netball Association | |
| 2008-2009 | Fabric Design | Certificate | St. Augustine Sec. | |
| 2008 | Sports School | Certificate | T&T Netball Association | |
| 2008 | T&T Youth Sports Camp | Certificate | T&T Netball Association | |
| 2008 | Caribbean Healthy Lifestyle Project  (C-HLP) | Certificate | Kathy Harper hall (Barbados) | |
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| **Courses / Workshops / Seminars / Conferences Attended** | | | | |
|  |  |  |  | |
| **Year** | **Name** |  |  | |
|  |  |  |  | |
| 2011 | Workshop to facilitate CSEC and CAPE Examinations | Ministry of Education | | |
| 2010 | Workshop to facilitate CSEC and CAPE Examinations | Ministry of Education | | |
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| **Work Experience** | | | | |
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| **Year** | **Company / Position / Main Duties** |  |  | |
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| 2016-2017 | **Scrip J**  *Handworker Finishing Temporary*  Finalizing and putting together jobs to be packaged, so it can be delivered on time to the customer | | | |
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| 2016 | **Ministry of Education**  *Contract Officer*  Receiving School Base Assessment (SBA) Packages | | | |
| 2015-2016 | **OJT – TTPOST**  *Clerical Assistant*  Sorting and Handling of Mail, Dealing with the Public Over the Counter | | | |
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| 2015 | **Ministry of Education Examination Section (March–August)**  *Clerical Assistant*  Receiving School Base Assessment (SBA) Packages | | | |
|  |  |  |  | |
| 2014 | **Ministry of Education Examination Section (March-August)**  *Clerical Assistant*  Receiving School Base Assessment (SBA) Packages | | | |
|  |  | | | |
| 2014 | **Ministry of Education (January)**  *Assistant Supervisor for CXC Examinations*  Supervising students doing CSEC Examination | | | |
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| 2013 | **Ministry of Education Examination Section (March-June)**  *Clerical Assistant*  *Receiving School Base Assessment (SBA) Packages* | | | |
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| 2012-2013 | **Ministry of Education (December-January)**  *Clerical Assistant*  Packaging and Receiving CSEC and CAPE Examination Papers | | | |
|  |  |  |  | |
| 2012 | **Ministry of Education Examination Section (March-June)**  *Clerical Assistant*  Packaging and Receiving CSEC and CAPE Examination Papers | | | |
|  |  |  |  | |
| 2011-2012 | **Ministry of Education Examination Section (December-January)**  *Clerical Assistant*  Packaging and Receiving CSEC and CAPE Examination Papers | | | |
|  |  |  |  | |
| 2011 | **Yips Super Store (August–December)**  *Sales Clerk*  Assisting Customers | | | |
|  |  |  |  | |
| 2011 | **Ministry of Education ( April-June)**  *Assistant Supervisor for CXC Examinations*  Supervising students doing CSEC Examination | | | |
|  |  |  |  | |
| 2011 | **Ministry of Education (January)**  *Assistant Supervisor for CXC Examinations*  Supervising students doing CSEC Examination | | | |
|  |  |  |  | |
| 2010 | **Ministry of Education (April–June)**  *Assistant Supervisor for CXC Examination*  Supervising students doing CSEC Examination | | | |
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| **Personal Interests** | | | | |
|  |  |  |  | |
| Playing Netball |  |  |  | |
| Listening to Music |  |  |  | |
| Reading |  |  |  | |
| Singing for Fun |  |  |  | |
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| **Recommendations** | | | | |
|  |  |  |  | |
| Ms. Bridget Pamponette  Communications Assistant  Housing Development Corporation  #44-46 South Quay, Port of Spain, Trinidad  Office: 868-623-7541  Mobile: 868-770-4361 | | | | |
|  |  |  |  | |
| Ms. Surujdai Singh  Branch Manager  RIK Services Limited  Level 1, Long Circular Mall, St James, Trinidad  Office: 868-223-1131  Mobile: 868-752-7319 | | | | |