**Danielle David**

**#13 Braithwaite Avenue**

**Harriman Park**

**Point Fortin**

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**Tel #317-7686 / 741-4837**

**JOB OBJECTIVE:**

**Seeding an internship that will enable me to utilize my technical knowledge and accounting experience to achieve professional and personal goals.**

**DATE OF BIRTH:** 06 June 1994

**EDUCATION:** Wiley College

Bachelor of Business Administration Concentration in Accounting

GPA: 3:0/4:0 Graduation Date: May 2019

La Romaine High School

6 CSEC Ordinary Level Subjects 2006-2011

General Proficiency Level **GRADE**

* English A 3
* Mathematics 3
* Information Technology 3
* Principles of Business 3
* Principles of Accounts 2
* Integrated Science 3

**EXPERIENCE:**

Jan. 2017 – Present Wiley College Marshall, TX, Business Department – Research Assistant

* Review projects for execution
* Assist with planning and execution of all Business department events
* Take calls and manage professor’s schedule
* Scanning, printing and filing documents for Business Department

Jul. 2016 – Aug. 2016 Francis Fashion/Shoe Locker, Point Fortin – Sales Clerk

* Assisted customers with Apparels
* Worked closely with the store manager
* Maintain sales and a profit over 75%

Jan. 2014 – Dec. 2015 Everard Davidson & Associates, Point Fortin – Clerk

* Scheduled appointments for clients
* Performed clerical receptionist duties

**LEADERSHIP & ORGANISATION**

* Active Member National Association of Black Accountants (NABA)
* Treasurer Wiley College Accounting Club
* Financial Literacy Scholar
* Cross Country and Track and Field Athlete
* International Club Member

**TRAINING AND DEVELOPMENT**

***Idea to Business:***

Leadership Skills Development

**TECHNICAL SKILLS**

* Excellent Leadership Skills Development
* Good communication skills
* Designing, drawing
* Intermediate knowledge of Microsoft Office Suite ( Word, Excel, PowerPoint, Access)

**INTERESTS**

* Singing, Drama, Art, Athletics, Fashion Designing

**HONOURS AND AWARDS**

NAIA All American Athlete

**REFERENCES**

Everard Davidson Kashea Grant

Attorney-at-Law School Guidance Counsellor I

Everard Davidson & Associates 321-8999

648-0860