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|  | 🞂Nichola Rodriguez  #41 Walker Street, Frederick Settlement, Caroni  Phone: 348-9302  E-mail: [titaniumnikki@gmail.com](mailto:titaniumnikki@gmail.com) or  rodrigueznichola@yahoo.com |

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| C:\Documents and Settings\Owner\Local Settings\Temporary Internet Files\Content.IE5\JNR7DLN5\MPj04331760000[1].jpg | Objectives  **To make worthy contributions in a well-established organization in an environment that will allow for an increase in skills and personal advancement.**  EDUCATION  CXC General Paper  Principles of Business Grade I  Office Procedures Grade I  Typewriting Grade I  Mathematics Grade II  English A Grade II  Spanish Grade II  Diploma in Business Administration Grade A+ 2015  Certificate in Occupational Health & Safety Grade A+ 2014  Certificate in Project Management Grade A+ **2008**  **Certificate in Basic Sound Engineering Grade A+ 2004-2005**  **Certificate in Video & Television Production Grade A+ 2004-2005**  **Certificate in Office Procedures, Book-Keeping,**  **Computer Literacy and Secretarial Duties Grade A+ 2001-2002**  **Certificate in Operating a Small Business 1999**  **Certificate in Microsoft Word Grade A 1998**  EXPERIENCE  **SNMX EVENTS**  **February 2016 – Present**  **Event Coordinator**  EXPERIENCE cont’d  **Credo Foundation for Justice**  **March 2014 – January 2016**  **Site Coordinator**  **Eastern Credit Union**  **September 2013 – February 2014**  **Due Diligence Officer (Temporary)**  **CAROD General Contracting Enterprise**  **January 2009 – March 2014**  **Executive Administrator/Project Manager**  **Campbell & Co.**  **March 2008 – October 2011**  **Legal Assistant**  **BHP Billiton Trinidad & Tobago Ltd**  **November 2006- September 2008**  **Accounts Payable Scanner (Temporary)**  **Rent-a-Amp Sound & Lighting Co.**  **January 2005 - March 2017**  **Sound Technician (Seasonal)**  **Empress Delhi**  **November 1999 – November 2004**  **General Manager/Owner**  **Republic Bank Ltd**  **October 1993 – November 1999**  **Specialist Clerk II**  EXPERIENCE cont’d  **The Normandie**  **October 1991- July 1993**  **Executive Office Administrator**  **Trinidad and Tobago Hotel and Tourism Association**  **September 1990 – October 1991**  **Administrative Assistant**  **REFERENCES**  **FRANKLYN AGGARRAT**  **Sound Engineer**  **685-7171**  **JOANNE CHAITAN-FORSYTH**  **Commissioner of Affidavits**  **477-7839 or 337-0067**  **ANDY SMART**  **Television Engineer, Producer**  **786-0457** |