**MICHELLE BALLOO**

**#4 Portugal Crescent Santa Rosa Heights Arima**

**391-8395/786-7216**

[**Abidaballoo@yahoo.com**](mailto:Abidaballoo@yahoo.com)

**PROFILE**

Tenacious, attentive final year student that demonstrates leadership strengths and proven ability to manage responsibilities in a fast-paced environment with critical deadlines. Exceptional in customer care, possess versatile communication skills and works well independently as well as collaboratively. I am seeking employment with a company utilizing dedicated and reliable workers.

**EDUCATION**

*University of the West Indies. St. Augustine* *St. Augustine* 2013-2017

Bachelor of Science Agribusiness Management

*Eldorado West Secondary* *Target Street, El Dorado* 2010-2012

CAPE Diploma: 7 Units

*Eldorado West Secondary* *Target Street, El Dorado 2005*-2010

CSEC Certificate: 7 Subjects

**PROFESSIONAL EXPERIENCE**

SEPTEMBER 2015 - Elections and Boundaries Commission *Fedrick Street,Port of Spain*

(PARLIMENTARY ELECTIONS)

**Deputy Presiding Officer**

* Supervised and inspected the work of the Poll Clerk(s)
* Provided assistance to voters where appropriate
* Distributed ballots and counted votes

MAY TO AUGUST 2015 (INTERNSHIP)

Inter-American Institute for Corporation on Agriculture (I.I.C.A) St Augustine

**ADMINISTRATIVE SECRETARY**

* Transcribed meeting notes
* Kept clients abreast of events and activities
* Operate standard office equipment

APRIL-JUNE 2013(OJT)

Bureau of Standards Trinidad and Tobago Trincity Industrial Estate, Macoya

**ADMINISTRATIVE SECRETARY**

* Filing
* Faxing
* Operate standard office equipment

DECEMBER 2012 Mobility Biz Arima

**SERVICE CLERK**

* Delivered excellent customer care to customers
* Daily cash and audit reconciliations
* Conducted inventory management

**CO-CURRICULAR**

Microsoft Office word 2013 (Certified), Life skills (OJT), Events Craft (certificate of participation)

**SKILLS**

Research, Proof reading and editing, team work, patience, adaptability, self-motivation, ability to work under pressure.

**REFERENCES**

Available upon request