**Khadijah. A. Holder**

#16 Amesbury Drive, Aberdeen Park,

Edinburgh 500, Chaguanas.

Mobile: 790-1032

Email Address: [khadijah.a.holder@gmail.com](mailto:khadijah.a.holder@gmail.com)

**Profile:**

Diligent and highly motivated student of The University of the West Indies seeking an opportunity to gain work experience and continue to pursue the field of Psychology. Possesses good interpersonal skills. Capable of adapting quickly to changing environments. Works well under pressure and possesses strong leadership qualities. Responsible and reliable. Equipped with competent written and oral communication skills.

**Objective:**

To continue learning in the workplace, while contributing skills and knowledge to this company.

**Education:**

2012- Present –The University of the West Indies, St. Augustine

B.Sc. Psychology, Minor in Theatre Arts

2011-2012 –University of the West Indies: Open Campus

Certificate in Psychology

2006-2011 –Bishop Anstey High School, Port of Spain

CXC- Ordinary Level Examinations (2011)

**Work Experience**

**March – April 2017:** The University of the West Indies: Family Development Centre

**Research Assistant/Clerical Assistant**

* Review and provide summarised reports on existing material on early childhood education such as books, newspaper and journal articles, internet resources and published data
* Provide administrative and clerical services as required by the researcher, for example organising, sorting and filing of documents, create and maintain database of client information

**2013- 2016:** Food Basket International

**Part-time Cashier**

**2015- 2016**: KABA Clothing Store

**Part-time Sales Associate**

* Assisted owner to identify and resolve issues in the store
* Processed shipments and ensured all merchandise is represented on the floor
* Merchandised, stocked and replenished the selling floor consistently
* Organised and cleaned store during downtime
* Maintained working knowledge of store’s policies and procedures
* Compile and manage inventory
* Manage sales
* Manage daily operations of the store
* Assess customers’ needs and provide assistance and information on items
* Maintain in-stock and presentable condition assigned areas
* Enhanced product knowledge utilising limited resources

**Additional Skills**

* Functional computer literacy and proficient in the use of Microsoft Office 2010 specifically Word, Excel and PowerPoint.
* Excellent writing, comprehension and grammar skills
* Able to work in diverse teams and communicates well with others, while maintaining project goals and deadlines

**Interests**

* Theatre Arts (Acting/Drama)
* Swimming

**Membership/Affiliations**

* Steelpan (PCS Nitrogen Silver Stars)
* The Peer Counselors Association of the University of the West Indies (2013-2014)
  + Received peer counsellor training
  + Assisted with planning and facilitation of events and activities

**Outreach**

The Cyril Ross Nursery-Home

* Planned and facilitated group sessions with the children
* Assisted with children’s homework
* Assisted with acquiring donation items
* Distributed donation items

The Halls of The University of the West Indies

* Participated in Educative Theatre Programs

Trinidad and Tobago Cadet Force

* Participated in Educative Theatre Programs

**References**

**Ms. Hannah Enightoola**

Communications Officer

The University of West Indies: Family Development Centre

#32 St. John’s Road, St. Augustine

**Contact:** 663-8914

**Ms. Jovelle Donaldson**

Clinical Psychologist

Branford Wellness Centre

**Contact:** 752-9307

**Ms. Karen Ross**

Owner/Manager

KABA Clothing store

Charlieville

**Contact:** 290-2960