NAME: Abbigale Edwards

ADDRESS: 5 Gill’s View,

Tumpuna Road,

Arima

DATE OF BIRTH: October 13th, 1993

STATUS: Single

PHONE: 399-1421/627-8042

EMAIL: abinutz@gmail.com/ abbi.ed@outlook.com

# OBJECTIVES:

Seeking a position that allows me to learn the tasks ahead and enhancing the workplace with my experience and skills.

EDUCATIONAL BACKGROUND:

**College of Science, Technology and Applied Arts of Trinidad and Tobago**

QUALIFICATIONS:-

Bachelor of Mass Communication, September 2016-present

Associate of Applied Science in Journalism and Public Relations, 2011-2016

**Success Laventille Secondary**

QUALIFICATIONS : 5 O’ level/Gcse Passes

|  |  |
| --- | --- |
| *English* | *2* |
| *Integrated Science* | *2* |
| *Principles of Business* | *3* |
| *Principles of Accounts* | *3* |
| *Spanish*  *Mathematics( applied to repeat in January 2018)* | *3* |

WORK EXPERIENCE:

**On the Job Training(OJT)**Office Assistant in the Dietician's Office, Saint Ann's Psychiatric Hospital, 2014-2016

* Prepared letters, rosters, spreadsheets and other documents
* Created and updated menus for patients on specific diets
* Answered the telephone
* Liaised with other departments on several small projects

**The Beefeater**Cashier at Long Circular Mall, Saint James, September 2013- March 2014

* Communication with customers
* Maintain daily cash flow
* Received payments by cash, credit card and Linx

**Other Training and Achievements:**

**OJT**

Equipped and trained with life skills for the modern workplace and possess dynamic

teamwork.

**Writer's Union of Trinidad and Tobago**

A certificate completed for writing stories for children.

SKILLS:

* Computer literate in Microsoft Office Suite
* Basic knowledge in Adobe Photoshop
* Basic photography
* Good written and communication skills

# HOBBIES:

* Photography
* Blogging
* Reading books, web-comics and articles
* Cooking

# REFERENCES:

Roddy Batchasingh,

Senior Lecturer,

Ken Gordon School of Journalism and Communications, COSTAATT

6, Alcazar Street,

Port of Spain

628- 4600/ 705-5078

Christine Bosland,

Teacher,

Arima Boys’ Government School,

King Street,

Arima

734-3588/ 399-6430