**Curriculum Vitae**

**Name:**  Lateefah Mike

**Address:**  #508 6th Street Battoo Avenue, Marabella.

**Contact Number**: 384-1360 / 658-1347

**Email Address:**  lateefah.mike@hotmail.com

**Date of Birth:** 28th July, 1994

**Objective:** A competent, hardworking and dedicated individual seeking employment in the organization; with a strong commitment to carry out any tasks I am presented with, and effectively use my communication skills when interacting with others.

**EDUCATION**

**Primary School Level:** St. Paul’s Anglican School, San Fernando (1999-2006)

Graduated in 2006

2006 - Computer Literacy Basic (Y.I.L Educational Institute Ltd)

**Secondary School Level :** 2006-2011 San Fernando Central Secondary School

Graduated in 2011

**( Caribbean Secondary Education Certificate )**

English A Grade 1

Principles of Business Grade 2

Mathematics Grade 3

Spanish Grade 3

Human and Social Biology Grade 3

Information Technology Grade 3

**Tertiary Level:** (Began COSTAATT in September 2011)

Completed the Bachelor’s degree in Social Work at the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) in May 2017.

**Work Experience:** TECU Credit Union (Internship Programme 2012)

**Period**: (July 02nd August- August 30th 2012)

Caribbean Examination Council- Assistant Invigilator

**Period:** (May2012- July 2015)

Mohammed’s Bookstore, San Fernando

**Period**: ( July, 2016-September,2016)

Automation Technology College – Certified Invigilator with

the City and Guilds London Institute

**Period** : (June 2013-to present )

**Interests and Activities**: Assisting persons in society (voluntary work), Tourism, Reading.

**Personal characteristics:**

Integrity

Patient

Honest

Good listening and communication skills

Team Player

Dependable

**Community Involvement**: Member of church social activities and outreach programs and I also did voluntary work with the United Way of Trinidad and Tobago for their National Day of Caring, 2017.

**References:** Ms. Petra Williams( Teacher)

Anstey Memorial Girls Anglican School

Contact – 770-5782

Ms Candice Phillips (School Social Worker)

School Social Worker (Victoria District)

Contact - 495-8108

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