LEASEL LORD

81A TUNAPUNA ROAD, TUNAPUNA

phone: (C) 707-1530(h)649-7737

email: lealord.22@gmail.com

**EDUCATION**

**2015-2017** Fyzabad Anglican Secondary School

**Caribbean Advance Proficiency Examinations**

**Year 2** – Awaiting results

**Year 1**

Communication Studies 3

Management of Business 3

Sociology 3

Literatures in English 5

**2013-2015** Fyzabad Anglican Secondary School

**Caribbean Secondary Education Certificate (CSEC)**

Caribbean History 2

English Language A 1

English Language B 1

Integrated Science 2

Mathematics 2

Principles of Business 1

Social Studies 2

Spanish 3

**WORK EXPERIENCE**

July-August 2015

July-August 2016

July-August 2017

**Legal/Administrative Assistant**

Mindy Nicholas-Stewart

Attorney at Law

Fidelis Chambers

No. 16-18 Tragarete Road

Port of Spain

Responsibilities included:

* Data entry
* Drafting legal documents
* Drafting memoranda and other routine correspondence as required
* Maintaining filing system
* Filing and registering legal documents at the High Court of Justice and Registrar General’s office

**SKILLS AND ABILITIES**

 Exceptional written and verbal communication

 Strong interpersonal and analytical skills

 An effective team player

 Ability to maintain strict confidentiality

 Excellent time and task management skills.

 Excellent organizational skills.

 Ability to work independently and self-motivated.

 Ability to work with diverse individuals and groups.

 Detail and multi-task oriented.

 Strong computer skills and familiarity with Microsoft Office products.

 Able to do other duties as assigned.

**AWARDS AND ACHIEVEMENTS**  \_\_\_\_\_\_\_

* 2016 - Member of the Youth Parliament od Trinidad and Tobago
* 2016 – 3rd Place Winner at NGC Sanfest - Fyzabad Anglican Secondary Steelpan Orchestra
* 2015 – Most Outstanding Communications Student

**REFERENCES**

**Mrs Irmine Roberts Mrs. Mindy Nicholas-Stewart**

Principal (Ag) Attorney-at-Law

Fyzabad Anglican Secondary School Fidelis Chambers

Guapo Road Nos. 16-18 Tragarete Road

Fyzabad Port of Spain

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