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|  | Dayna Roberts  125 Long Circular Drive, Plaisance Park, Pointe-a-Pierre  |  daynaroberts@rocketmail.com  |  (868) 389-8856/ 460-0756 |
| **Objective** | Highly motivated Accounts undergraduate student seeking part time employment to enhance my experience and knowledge as well as the opportunity to positively contribute to the organization. |
| **work experience** | **Airport Authority of Trinidad and Tobago (AATT)** , Vacation Engagement Programme ( July, 2017- 25,August 2017)  **Position :** Vacation Trainee ( Finance Department) |
| **EDUCATION** | **University of the WEST INDIES**, St augustine Campus  Bachelors of Science, Accounting ( Expected Graduation: October,2018)  Relevant Courses:   * Financial Accounting * Cost and Management Accounting * Financial Management * Organizational Behaviour   **international forensic and business institue,** san fernando (2016-2017)  Certified Forensic Accounting Specialist (CFAS)  Relevant Topics:   * Forensic Accounting * Fraud Auditing * Financial Fraud Detection   **Holy faith convent**, COUVA (2009-2015)  Caribbean Advanced Proficiency Examination Diploma ( CAPE) (2013-2015)  Subjects: Accounting, Economics, Management of Business.  Caribbean Secondary School Certificate (CSEC) (June 2014)  Eight subjects: History, Geography, Principles of Business, Principles of Accounting, English A and B, Spanish, and Mathematics |
| **Skills and abilities** | |  |  | | --- | --- | | * Proficient in Microsoft Office * Time Management * Analytical * Problem Solving | * Communication * Adaptability * Willingness to learn * Team player | |
| **aCHIEVEMENT** | Certificate of Participation, Economics Society Money Talks Seminar (2017)  Certificate of Participation, Trinity Hall Leadership Programme (2016)  Received General Proficiency Award at Holy Faith Convent Prize Giving (2014 and 2015)  Certificate of Completion - Modern Dance(2010)  Certificate of Completion – Sign Language (2010)  Earned award for Excellence in Mathematics |
| **Leadership** | Trinity Hall Representative -Trinidad and Tobago Student Association( TTSA), St Augustine Campus ( Present)  Treasurer Junior and Prefect -Holy Faith Convent, Couva ( Our Lady’s) (2014-2015) |
| **volunteer experience** | The Butler Institute of Learning and Labour (2011)  Holy Faith Convent, Couva Form 6 volunteer program (2014) |
| **Extra curricular** | * UWI Biological Society * Habitat for Humanity Campus Chapter * Trinidad and Tobago Student Association * [UWI Star Gazers](https://www.facebook.com/groups/UWIStarGazers/?ref=group_browse_new) |