**GISELLE LISA – MAY NURSE**

***GN***

50 Tecoma Blvd. LaHorquetta, Arima ● Email: gisellenurse@gmail.com ● **Cell: (868) 386 – 3306/799 - 7764**

***EXPERIENCE***

***Cataloguing Assistant – Video***

GOVERNMENT INFORMATION SERVICES LIMITED (GISL), TIC Building Lady Young Road, Morvant, *July 2012 – August 2017*

* Generates periodic reports on cataloguing activities and services i.e. weekly and monthly.
* Applies descriptive and analytical processes to ensure that the intellectual contents and carrier details of media assets are accurately identified, documented and logged
* Participates in developing taxonomy of specific indexing terms for enabling effective and efficient access to video content in the electronic database.
* Assists in developing guidelines for procedures for organizing the collection, the provision of access/exploitation and preservation of moving image recordings
* Ascertains and adds the appropriate copyrights and usage rights for metadata to each moving image asset to facilitate correct usage by both GISL’s internal and external clients.
* Maintains records of the collection of restricted items and monitors access and use of the related contents.
* Maintains records of the collection of damaged media items and monitors access and use of the related contents.
* Uploading of Digitl Video Files and metatadata into the Digital Assest Management (DAM) System
* Assists in the maintenance of proper labelling and filing order of the media assets in storage.
* Contributes to the development of workflow of content for cataloguing to work stations from the media assets in storage.
* Maintain storage areas for all media types.
* Maintain and file media materials in an orderly manner.
* Assist requestors in electronic media searches.
* Assists in Checked in, checked out and renewed library materials and the receiving and processing of new acquisitions for the library.
* Enters metadata into the library database
* Assists in the training and supervision of interns and Information Resources special project staff.

***Library Assistant***

GOVERNMENT INFORMATION SERVICES LIMITED (GISL), TIC Building Lady Young Road, Morvant, *July 2008 – July 2012*

* Design, prepare and circulate weekly and monthly media management/utilization reports.
* Assist in the design, implementation and validation of interim cataloguing systems both electronic and manual.
* Provide interim cataloging services
* Support the Information Request Process through media search and retrieval
* Maintain storage areas for all media types
* Maintain/file media materials in an orderly manner
* Assist requestors in electronic media searches
* Partner with Production in the movement of information assets
* Checked in, checked out and renewed library materials
* Reveived and processed new media acquisitions for the library.

***Library Assistant***

TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSTITUTE, Airways Road, Hilltop Lane, Chaguaramas, *November 2006 – June 2008*

* Sorted and shelved the library’s collections.
* Checked in, checked out and renewed library materials.
* Received and processed new acquisitions for the library.
* Trained and supervised interns and temporary library staff to work at the circulation desk.
* Directed the activities of library technicians.
* Instructed students on research techniques and the use of information technologies.
* Located requested books on the shelves and in the library database.
* Trained staff, students and faculty on the use of library technology.
* Located print and online materials for students and staff completing research projects.
* Answered patrons’ questions via the library’s reference service.
* Maintain storage areas for audio visual materials.
* Maintain/file media materials in an orderly manner

***Library Aide (Leave Relief)***

COLLEGE OF SCIENCE TECHNOLOGY & APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT), 9-11 Melville Lane, Port of Spain, *March 2006 – October 2006*

* Sorted and shelved the library’s collections.
* Checked in, checked out and renewed library materials.
* Posted fine notices and collected overdue fines
* Updated user profiles on the library database.
* Received and processed new acquisitions for the library.
* Instructed students on research techniques and the use of information technologies.
* Located requested books on the shelves and in the library database.
* Located print and online materials for students and staff completing research projects.
* Answered patrons’ questions via the library’s reference service.

***On the Job Trainee (OJT) Clerical Assistant***

Elections and Boundaries Commission, Tunapuna Administrative Complex Corner Eastern Main Road and Centenary Street Tunapuna, *October 2005 – March 2006*

* Greeted visitors.
* Helped distribute employee notices and mail around the office.
* Completed data entry.
* Screened visitors and directed them to the correct employee or office.
* Received and filed new identification applications into binders.
* Completed clients various applications for identification.
* Received and filed identification cards.
* Completed and mailed various notices to clients

***Library Aide (Leave Relief)***

COLLEGE OF SCIENCE TECHNOLOGY & APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT), 9-11 Melville Lane, Port of Spain, *July 2005 – September 2005*

* Sorted and shelved the library’s collections.
* Checked in, checked out and renewed library materials.
* Posted fine notices and collected overdue fines
* Updated user profiles on the library database.
* Received and processed new acquisitions for the library.
* Instructed students on research techniques and the use of information technologies.
* Located requested books on the shelves and in the library database.
* Located print and online materials for students and staff completing research projects.
* Answered patrons’ questions via the library’s reference service.

***Trainee Teacher***

ST. MARKS EDUCATIONAL, *September 2004 – February 2005*

* Selected age-appropriate stories and read them aloud during daily story time.
* Fostered oral language development and critical thinking skills during literary discussions.
* Created a classroom environment in which children could learn respect for themselves and others.
* Cooperated with parents to support students' learning and healthy development in school and at home.
* Drafted lesson plans and submitted them for review and feedback in a timely manner.
* Enforced the school’s student discipline code to deal with problem situations.
* Fostered team collaboration between students through group projects.
* Worked with other teachers and administrators to evaluate and revise school programs.
* Planned and implemented creative lessons in accordance with school policy.
* Observed and evaluated students' performance, behavior, social development and physical health.
* Adapted teaching methods and materials to meet students' varying needs and interests.
* Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
* Instructed students individually and in groups.
* Supervised pre and post kindergarten classes in the classrooms and on field trips
* Supervised and organized before and after school activities

**EDUCATION High School Diploma**

North Eastern College, Graham Trace, Sangre Grande (*2000*)

**Skills**: GCE “O” Level: Human and Social Biology

CXC “O” Level: English A, Food and Nutrition, Caribbean History, English Literature

**“A” Levels**

Elder’s & Associates Business School, 48-A Pembroke Street, Port of Spain (*2003*)

**Skills:** GCE “A” Level: Law, General Paper

**Associate of Applied Science Library (AAS) and Information Studies**

College Of Science Technology & Applied Arts Of Trinidad And Tobago (COSTAATT), 9-11 Melville Lane, Port of Spain (*2008*)

**Skills:** Library Management and Cataloging Coursework, Reference Resources Course, Coursework in English and Literature

**Bachelor of Science (B.S.) Behavioral Sciences**

University of the Southern Caribbean (USC), Royal Rd., Maracas Valley, St. Joseph (*2016)*

**Skills:** Coursework in Psychology of Human Behaviour, Coursework in Anthropology, Course work in Sociology

Combined emphasis in Sociology and Psychology

**Additional Information:**

• Elder’s & Associates Business School: Certificate Computer Literacy (*2001*)

• Institute of Successful Studies: Certificate Computer Technician Level 1 (*2003*)

• Library Association of Trinidad (LATT): MARC Cataloguing Workshop (*2009*)

• Lynda.Com: Certificate of Completion Digital Video Principles (*2010*)

• Lynda.Com: Certificate of Completion Digital Photography Principles (*2010*)

• Ministry of Public Administration: Certificate of Participation Basic Spanish Language Acquisition Programme (*2010*)

• Library Association of Trinidad (LATT): Advanced MARC Cataloguing Workshop (*2011*)

• University of the Southern Caribbean School of Social Sciences: Certificate of Attendance Life Style Diseases and Emotional Health Seminar (*2011*)

• The Safety Council and Government Information Services Limited: Certificate of Participation GISL OSH Committee Training Programme (*2012*)

• Government Information Services Limited: Certificate of Participation and Attendance AVIDA Workshop (*2012*)

**INTERESTS** Reading, Writing poems and Short Stories and Cooking.

**REFERENCES**

***Ms. Carole LeBlanc*** Retired Desk Officer IV Police

Telephone contact: (868) 624 – 2463

***Ms. Bertha Henry*** Pentecostal Pastor

Telephone contact: (868) 762 – 1172

***Mrs. Marleen Lord-Lewis*** Vice President Operations

National Energy Corporation of Trinidad and Tobago

Telephone Contact: (868) 290 – 5836