**EDUCATION**

Australian Institute of Business

**2017:** MBA Certificate (Awaiting)

University of the West Indies / U.W.I. (St. Augustine)

**2015:** BSc. Management Studies Major, Communication Studies Minor

Portfolio includes courses in Management, Finance, Human Resource, Marketing, Communications, etc

St. Stephen’s College (Princes Town)

**2011:** 8 CXC CAPE A’ levels

Management of Business Unit 1 & 2, Accounting Unit 1 & 2, Economics Unit 1 & 2, Caribbean Studies, Communication Studies

**2009:** 8 CXC CSEC O’ levels

English Language, English Literature, Mathematics, Principles of Business, Principles of Accounts, Spanish, Integrated Science, Visual Art

**PROFESSIONAL EXPERIENCE**

Princes Town District Health Facility (Princes Town)

**Sep 2015- Jul 2017**: Human Resource Assistant (Trainee)

ESPY Technical Services Ltd. (Couva)

**May-Sep 2015**: Remote Administrative Assistant

Fifth Company Baptist Primary School (Princes Town)

**Jan-Mar 2015**:Substitute Teacher - Standard Two

Dan’s Jewellers ltd (Gulf City, San Fernando)

**Nov 2014-Dec 2014**: Sales Associate

University of the West Indies *(*St. Augustine)

**Feb 2014-Apr 2014:** Marketing and Communications Department, Student Assistant

**Sept 2013- Mar 2014:** Student Advisory Services,Student Career Facilitator

**Sept 2012 & Sept 2013**: Student Advisory Services, Data Entry Assistant

**CERTIFICATES**

**Apr 2014:** Microsoft Access 2013

**Jun 2013:** National Gas Company (NGC) of Trinidad and Tobago: Tertiary Natural Gas Workshop

**SKILLS**

MS Word, MS PowerPoint, MS Excel, MS Visio

QuickBooks