LESTON EDWARDS

**Lot #409 Apartment #302**

**Flamingo Avenue**

**Lisas Gardens Couva**

**Phone: 679-6801 Cell: 374-3542 / 317-1313**

**E-mail:** [**lestonedwards@hotmail.com**](mailto:lestonedwards@hotmail.com)

**Date of Birth** 25th September, 1987

**Marital Status** Single

**PROFILE**

Focused, result oriented, cultured young man enthused by the opportunity for growth and practical development in working environments geared towards the conception and implementation of innovative yet realistic ideas and solutions Being an excellent communicator, I excel well and quickly adapt to fast pace environments, work best in individual or team based settings, with no bias or preference for either.

**EDUCATION**

**November 2015 – November 2016**

**Youth Training and Employment Partnership Programme Limited**

**Retraining Programme**

Caribbean Vocational Qualification

**Technical Assistance in Television and Video Production Level 1**

* Prepare Equipment for Shoot
* Rig and Manage Cables for Production
* Set Up Camera
* Maintain Supply of Recording Media and Batteries
* Lighting
* Rig and Position Sound Equipment

**November 2015 - November 2016**

**Youth Training and Employment Partnership Programme Limited**

**Retraining Programme**

Certificate

**Life Skills**

* Public Speaking Techniques
* Labour Market Skills for the New Economy
* Communication
* Managing Financial Portfolios

**October 2014 – January 2015**

**The University of the West Indies Open Campus**

Certificate of Proficiency

**Photography – Level 1 Grade A**

* Digital Photography
* Fundamentals of Camera Operation
* Depth of Field, Composition, Framing and Portrait
* Use of Aperture, Shutter Speed and ISO

**March 2013 - August 2013**

**CTS College of Business and Computer Science Limited**

Certificate of Completion

**Web Page Design**

* Introduction to HTML
* Overview of FrontPage
* Page Layout and Design Considerations
* Web Page Design

**May 2009 - November 2009**

**Youth Training and Employment Partnership Programme Limited**

National Examination Council Certificate

**Skills for the Automated Office**

* Microsoft : Word, Excel and Access
* Career Enhancement
* Micro Entrepreneurship
* Receptionist Training

**Private Candidate 2013 CSEC (CXC) Certificate – 3 subjects**

* Office Administration G2
* Social Studies G2
* Information Technology G3

**Private Candidate 2012 CSEC (CXC) Certificate – 1 subject**

* Principles of Business G2

**September 2002 - June 2004 Carapichaima Senior Comprehensive School**

**2004 CSEC (CXC) Certificate – 3 subjects**

* English Language G2
* History G3
* English Literature G3

**PROFESSIONAL EXPERIENCE**

January 2012 – Present **Freelance Writer/Photographer**

***Self Employed***

* Digitally photograph events.
* Research Materials for articles
* Carrying out research and preparation for a shoot.
* Create Content for specific platforms
* Edit and upload photographs to websites.
* Proof Read Articles and Short Stories
* Utilize various types of digital photography and equipment.
* Write Articles and Short Stories
* Working in a wide variety of areas, special events, fashion, nature and commercial.
* Resume Writing
* Conducts all photo shoots in a calm and professional demeanor.
* Interview and write articles for magazines
* Collaborates with clients to guarantee satisfaction.

November 2013 – January 2016 **TRINIDAD AND TOBAGO POLICE SERVICE**

***Police Constable***

* Protecting people and their property as well as assisting to reduce and solve crimes.
* Investigating reports of anti-social behavior.
* Mediating in domestic disputes.
* Explaining the law to members of the public.
* Interviewing witnesses and suspects.
* Conducting patrols in the neighborhood, by foot or mobile.

May 2012 – April 2013 **SOUTH WEST REGIONAL HEALTH AUTHORITY**

***Clerical Assistant***

* Typing documents for official departmental use.
* Ensuring all employee records were accurate and well maintained.
* Updating both manual and electronic personnel records for employees.
* Answering the telephone, dealing with enquiries and photocopying documents as required.
* Performing Human Resource duties and procedures.

February 2009 – March 2012 **ANTON EDWARDS CONTRACTORS**

***Clerical Assistant***

* Developing and writing business plans.
* Writing official emails and documents for company transactions

December 2007 – November 2008 **CUSTOMS AND EXCISE {POINT LISAS}**

***Clerical Assistant***

* Preparing custom documents for clients
* Concierge and reception duties.

January 2005 – May 2007 **CAW SECURITY SERVICES**

***Security Officer***

* Deterring theft, vandalism, and illegal entry at sites.
* Investigate reports of disturbances, complaints and vandalism.
* Carrying out mobile patrols and inspections.

**REFERENCES**

* Mr. Wayne Thorne

Assistant Manager, Procurement and Logistics (Ag)

National Gas Company of Trinidad and Tobago

Orinoco Drive, Point Lisas Industrial Estate

Tel: 636-4662

* Mr. Oyetayo Raymond Ojoade

Filmmaker / Lecturer

LRS Productions

Tel: 736-6530

* Mr. Learie Oliver

Corporal of Police

Couva Police Station

Southern Main Road Couva

Tel: 636-2333

* Mrs. Catherine McHardy

Retired Nurse

#345 Susan Street

Lisas Gardens Couva

Tel: 636-5236

* Mr. Harry Lalchan

Corporal of Police

Couva Police Station

Southern Main Road Couva

Tel: 636-0200