**Riane K. Morren**

**Address:** #11 5th Street, Pranz Garden Claxton Bay  **Phone #** 367-5771

**Email Address:** [riane.morren@yahoo.com](mailto:riane.morren@yahoo.com)

**PERSONAL PROFILE**

Devoted to utilizing critical thinking and deductive reasoning skills, through credentials attainted and to positively contribute to the organization of which I seek to be a part of.

**WORK EXPERIENCE:**

**October 2017 - November 2016**

**Heal-A-Ton Foundation- Official Foundation Volunteer**

* Work collaboratively with Foundation’s leadership in planning and executing informational sessions and public forums.
* Participate in training sessions, workshops for victims of abuse and recruiting sponsors for 1st annual walkathon.
* Provide support to foundation’s educational consultant in developing school-based programs.
* Assist in suitable volunteers for foundations and public forums and relations opportunity.

**March 2017 to August 2017**

**Executive Bodyguard Services Limited- Eagle Care Monitoring Clerk**

* Responsible for monitoring of SMS and Sur-Guard Systems for Scotia Banks and Residences and generating reports
* Responsible for liaising with clients on instances where alarms are received and dispatching Response Units where applicable as well as contacting the emergency response in cases of robbery
* Answering and logging all incoming and outgoing calls
* Responsible for the balancing of reimbursement sheets for petty cash and Vehicle Allocation Sheet Reports

**September 2016- November 2016**

**Heal-A-Ton Foundation- Official Foundation Volunteer**

* Work collaboratively with Foundation’s leadership in planning and executing informational sessions and public forums.
* Participate in training sessions, workshops for victims of abuse and recruiting sponsors for 1st annual walkathon.
* Provide support to foundation’s educational consultant in developing school-based programs.
* Assist in suitable volunteers for foundations and public forums and relations opportunity.

**March 2015 to August 2015**

**Executive Bodyguard Services Limited- Dispatcher**

* Responsible for informing my superiors about any changes made to a location including
* the location manager such as shortage of location due to absenteeism
* Responsible for ensuring Agents received meal slips for overtime and verifying time sheets
* Responsible for the balancing of reimbursement sheets and the verification of special duty sheets
* Responsible for inputting Agents Arrival time on computerized data system and sending time sheets, reimbursement sheet and special duty sheets in a timely manner according to management.

**September 2007- January 2009**

**(O.J.T) On the Job Training Program**

**Phoenix Park Government Primary School- Library Assistant**

* Responsible for cleaning and organizing of the Library, such as restacking bookshelves in alphabetical order as well as labeling.
* Responsible for conducting reading sessions with students
* Assisting students with books
* Supervising students during Library sessions.

**EDUCATION AND QUALIFICATIONS**

* ***2017-2017 Administrative Career Training Institute & Recruitment Agency***

Pursuing a Certificate Course in Human Resource Management and Administrative Assistant

* ***2010-2017 University of the Southern Caribbean (U.S.C)***

Pursuing a Bachelor’s Degree in Psychology

* ***2008-2010 University of the West Indies (Open Campus)***

Two-year Certificate in Psychology

***2007-2008 Excel Edu Center***

Certificate of Credit in Childcare

* ***2006-2007 University of the West Indies (Open Campus)***

Certificate of Achievement in Introduction to Psychology

* ***2003-2005&2006 Union Claxton Bay Senior Comprehensive School***

Caribbean Examination Council (C.X.C) General Proficiency

English (2), Integrated Science (2), Principle of Business (3) Social Studies (2)

**REFERENCES:**