**CATANGA ROBERTS- EDWARDS**

LP 63 A Covigne Road Diego Martin

Contact no.324-1443/ Email: catanga.roberts@gmail.com

11th December, 2017

**To Whom It May Concern**

Massy Stores

39A Wrightson Road

Port of Spain

Trinidad

Dear Sir/ Madam,

It is with great interest that I wish to apply to your establishment for any available position coinciding with my qualification and experience.

I am an undergraduate degree holder from the University of the Southern Caribbean, where I have been exposed to multiple group work- thus being fortunate to work and accomplish tasks with persons from diverse socio-economic backgrounds, personalities, not to mention views. Moreover, I have a little over two years of experience. Nonetheless, emphasis will be given to the months of training at JD Consulting and Accounting Services under the Grenada Youth Empowerment Program where skills such as; communicative, problem solving, customer service, multitasking, among others, were profoundly sharpened. Likewise, additional progression were established throughout my practicum experiences. Particularly, at The University’s Counselling Department having been point of contact. On this note, I must also highlight my strong work ethics which was gained and developed throughout the above mentioned experiences. Furthermore, I am diligent with assigned tasks and continue to strive as a result. Dedication and perseverance are two attributes that perfectly describe my character. Traits that I believe will complement the skills that I have acquired over the years, thus aiding to the proficiency and efficiency that your organization stands for.

Thank you for your time and consideration.

I look forward to a favourable response at your earliest convenience.

Yours Respectfully,

**Catanga Edwards**

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**OBJECTIVE**

To obtain employment within your establishment where skills can be enhanced and effectively executed there within.

**EDUCATION**

Bachelor of Science in Social Work 2012-2016 University of the Southern Caribbean, Maracas, St. Joseph, Trinidad

Associate Degree in Social Work 2009- 2011 T. A Marryshow Community College, Tanteen St. George’s, Grenada

Private Classes 2006-2009 St. George’s, Grenada

CXC Examination 2001-2006 Boca Secondary, Boca, St. George’s, Grenada

**Subjects Grades**

English Language 3

Food and Nutrition 3

Mathematics 2

Office Procedures 3

Principles of Accounting 3

Social Studies 3

Technical Drawing 3

**EXPERIENCE**

Counselling Department, University of the Southern Caribbean Sept- Dec 2015 **Practicum Placement- 200 Hours**

* Anti-Bullying Presentation
* Conducted Intakes of prospective clients
* Updated filing system
* Scheduled counselling sessions
* Greeted and escorted clients to their counselling sessions
* Composed bio- psycho- social assessments

Community Mediation Center, Cunupia Sept 2014- Jun 2015 **Practicum Placement- 200 Hours**

* Took notes at Intake of prospective clients and wrote reports
* Filed client information in relevant cabinets
* Participated in anger management seminar
* Followed up with clients via phone calls

Grenada Youth Empowerment Program Nov 2011-Sept 2012 **Accounting Clerk- JD Consulting and Accounting Services**

* QuickBooks entry
* Tax payments
* Wrote and sent out emails on behalf of manager
* Provided front desk customer services
* Filed, faxed, scanned and documented client information

Belair Children’s Home, Grenada May- July 2011 **Practicum Placement-** **100 Hours**

* Participated in stress free day
* Executed individual therapy (15 months old)
* Delivered tutoring

St. Martin’s Home for the Aged, Grenada May- July 2010 **Practicum Placement- 100 Hours**

* Interacted with residents daily
* Assisted with caring for residents

**REFERENCES**

Mrs. Lystra Deshong

Social Worker

North West Regional Health Authority

# 766- 7705

Mr. Taurean Joseph

Accounting Assistant

University of the Southern Caribbean

# 710- 3175