Sarita Manickchand

L.P.#5 Paul Street, Sangre Grande

Contact: 712-1968

Email: sqm4895@hotmail.com

Date of Birth: April 8th 1995

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| Education | | | | |
| 2014– Present | |  | Bachelor of Laws (L.L.B.)  *University of London*  Currently pursuing a Bachelor of Laws degree from the University of London | |
| 2014 | |  | Diploma in Law  *University of London*  Obtained a Diploma in Law from the University of London | |
| 2011-2013 | |  | CAPE Advanced Level Year 1-2  *North Eastern College*  Obtained 8 CAPE subjects and a Diploma in Technical Studies | |
| 2006-2011 | |  | CXC O’ Level  *Lakshmi Girls Hindu College*  Obtained 7 CXC O’ Level subjects | |
| |  |  |  | | --- | --- | --- | | Leadership Activities and Awards | | | | 2014 |  | Certificate of Participation in Diploma in Law Preparation Classes  *K. Beckles and Associates Law Tutors* | | 2013 |  | Certificate in Fundamentals of First Aid  *University of the West Indies* | | 2010 |  | Certificate of Fundamentals of Project Management  *Lakshmi Girls Hindu College* | | 2009 |  | Certificate of Completion of the Water Stars-Advanced Programme  *CONCACAF Centre of Excellence* |  Work Experience | | | | |
|  | 2017 Administrative Assistant  *NIHERST Science Centre*   * Performed clerical duties which include but are not limited to: photocopying, mail distribution and filing * Coordinated and maintained customer feedback data response information into systematized charts and graphs * Created and modified letters and other documents using Microsoft Office.   2016 Law Clerk  *Brierley Street Law Chambers*   * Registered deeds and various other documents at the Ministry of Legal Affairs * Filed and collected documents at the Hall of Justice and other courts * Submitted deeds to Stamp Duty at the Board of Inland Revenue * Served pre-action letters and witnessed Deeds and Wills   **2014 Camp Counselor**  *NIHERST Science Centre*   * Creating lesson plans for various science topics * Responsible for teaching children ages 3-10 various science subjects and topics * Escorting tours of the Science Centre to campers   2013 Temporary Clerical Assistant  *Election and Boundaries Commission*   * Received and located registration record cards * Organized record cards into binders in preparation for the Local Election   2011 Store Clerk  *Pennywise Cosmetics Ltd*   * Provided advice and product recommendations based on consumers’ requests. * Restocked and assembled products as per the managers directive * Application of makeup testers and products to consumers | | |
| Skills | | | | |

* Handling of Microsoft Office
* Problem Solving Skill
* Verbal and Written Language Affluence
* Customer Care Skill

# References

* Mrs. Ingrid Rambocas- Retired Teacher- 668-2534
* Keith Beckles- Attorney-at-Law- 780-2500