**OBJECTIVE**

* To be given the opportunity to prove that I can accomplish my undertakings to the best of my abilities based on knowledge gained from successive years of employment and working alongside team players committed to the growth of the establishment.

**PROFILE**

* I am a reflective practitioner with the ability to cope with challenges that I am faced with and consider myself to be open minded, people oriented and possess the virtue of hard work in high esteem. Due to the level of respect I hold for myself, I am able to respect everyone holistically. I strongly believe that a person should never cease learning or allow themselves to stagnate whether it academically or otherwise. If I were to fill in the vacant position at your establishment, my best will by far surpass your expectations. No doubt with these fine qualities at hand, I will be a valuable asset to your establishment.

**QUALIFICATIONS**

* **CXC Ordinary Levels – General Proficiency : May/ June ’06, 07 & ‘13**
* CLOTHING & TEXTILES ……………………………………………… II
* ENGLISH A………………………………………………………………… III
* ENGLISH B………………………………………………………………… II
* INTEGRATED SCIENCE………………………………………………. II
* SOCIAL STUDIES……………………………………………………….. III
* OFFICE ADMINISTRATION………………………………………... III
* PRINCIPLES OF BUSINESS…………………………………………. III
* BIOLOGY………………………………………………………………….. III
* **Certificate in Early Childhood Care and Education : 2014- 2016**

University of the West Indies, Open Campus – Awaiting final Certification

* **Certificate in Massage Therapy – CVQ Level III : 2013**

YTTEPP – Retraining Department

* **Certificate in Radio Broadcasting - B+ : September – October 2008**

Music, Broadcasting & Radio Institute.

**WORK EXPERIENCE:**

* **Trinidad and Tobago Auxiliary Fire Service : 2009 – Present**

Auxiliary Fire Fighter (AFF #8257)

* **Ministry Of Labour and Small and Micro Enterprise Development : 2008**

Clerical Assistant/ Data Entry Clerk / Typist

* **Ministry of Social Development : 2009**

Temporary Clerk Relief

* **Administrative Assistant : 2010**

Trinidad Guardian

* **Mario’s Pizzeria ( Mid Centre Mall) : 2011-2012**

Supervisor

* **EL’s Hands: 2013- 2015**

Owner (Proprietor) / Massage Therapist

* **Toco Foundation : 2015 – 2016**

Facilitator / Peer Educator

**SKILLS:**

* Massage Therapy
* Facilitation
* Problem Solving
* Strong work ethic
* Excellent Communication and time management skills
* Adaptabilty

**REFERENCES:**

**Mr. Duane Graham**  Ms. **Alicia Charles**

Fire Fighter Communications Specialist

Trinidad & Tobago Fire Service Customs & Excise Division

Head Quarters, North-West Division Government Campus Plaza

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