Gail Gaya

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# Objective

To be the best at whatever I do, providing excellent service in the process.

# Advanced Diploma | December 2010 | Association of Business Executives

* Corporate Strategy and Planning
* Strategic HRM for Business Organisation
* International Business Case Study
* Strategic Marketing Management
* Managing in Organizations

# Diploma | December 2008 | Association of Business Executives

* Economics
* Organisational Behaviour
* Financial Accounting
* Quantitative Methods for Business and Management
* Human Resource Management
* Business Communication and Presentation
* Marketing Policy, Planning and Communications
* Managerial Accounting
* Systems Analysis and Design

Ordinary Levels|1988| Caribbean Examination Council

* English (A)
* Principles of Business
* Principles of Accounts
* Social Studies
* Mathematics

## TRAINING

* **Certificate of Participation - Organizational Culture, Etiquette and Customer Service**

YTEPP Limited

* **The Professional Certificate in Office Administration**

School of Business and Computer Science Limited (SBCS)

* **Certificate of Completion - Basic Fire Fighting Training**

Jaric Environment Safety and Health Services Ltd

* **National Safety Council (NSC) CPR Course**

Expert Training Services

* **National Safety Council (NSC) First Aid Course**

Expert Training Services

## work experience

## administrative assistant | ytepp limited | 2011 to present

* Responsible for the administrative duties of the department
* Liaised with both internal and external stakeholders

## micro entrepreneurship tutor | ytepp limited | 2004 to 2011

* Guided trainees on the correct ways to start and run an efficient small business enterprise

## enumerator | national training agency |march 2003 to april 2003

* Interviewed business owners on what they require of potential employees

## editor | caribbean market research | march 2002 to may 2002

* Performed editing duties on surveys brought in by field officers for data entry

## supervisor, regional office | peu, ministry of housing and settlements | 1998 to 2001

* Oversee the day to day operations of the Regional Office were
* Interacted with both internal and external stakeholders to ensure that project’s criteria for housing were effectively carried out

## project investigator | peu, ministry of housing and settlements | 1991 to 1998

* Ensured that beneficiaries met the criteria of the Sites and Services Sub Programme for housing

**REFERENCES AVAILABLE UPON REQUEST**