**Leah White**

#11 Peter’s Road, Point Fortin

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Phone no.: 1868-380-2363

**Objective Statement**: I am eager to learn about different organizational cultures and be cohesive with co-workers in fulfilling organizational goals.

**Academic Experience:**

**2017-2019 Australian Institute of Business**

**2017-2019 Bachelors of Business Administration in Entrepreneurial Management**

Results pending

* 1. **St. Joseph’s Convent, San-Fernando**

**2014-2016 Caribbean Advanced Proficiency Examination (C.A.P.E)**

Unit 2:

**Subject Grade**

Biology II

Communication Studies II

Environmental Science I

Performing Arts II

Unit 1:

**Subject Grade**

Biology III

Caribbean Studies II

Environmental Studies I

Performing Arts III

**2014 Caribbean Secondary Education Certificate (C.S.E.C)**

**Subject Grade**

Mathematics I

English Language I

English Literature I

Biology I

Theatre Arts I

Geography II

Spanish II

Principles of Accounts II

**Work Experience:**

2014 & 2015 Barista at Rituals Coffee House, Gulf City Mall

* Successfully interacted with approximately 75 customers per day
* Aided in surpassing the company’s sales target for the time period that I was present
* Learned the importance of customer service and customer satisfaction in fulfilling organizational objectives

2016 Intern at Sustainability and Corporate Communications, Atlantic LNG

* Successfully obtained a certificate of completion, having acquired a holistic corporate-related work experience.

2016 Established and co-managed Neleon (a clothing distribution company for a school assessment)

* Aided in marketing the company to accomplish sales targets.
* Placed orders for t-shirts.
* Successfully planned and implemented the company’s main fundraising event.

2017 Intern at Administration Building, Atlantic LNG

* Learnt how to use excel to generate daily reports.
* Reviewed company KPI’s and constructed graphical representations to provide a more coherent performance review.
* Aided in analyzing data for the company’s systems to improve repair frequency and cost.
* Aided in reviewing company contracts to foster business relationships with contractors, that are more cost and time efficient.
* Developed an understanding of the importance of departmental adhesiveness and information sharing, to complete objectives that are aligned with overall corporate strategy.

**Achievements and Accomplishments:**

2009 Certificate of Communication

2009-Present Selected to be a part of Atlantic’s Point Fortin Finest Scholarship Programme

2010-2011 Certificate of Excellence

2013Film Festival Award of Participation

2014 Certificate of Participation Pascal Mathematics Contest

2014 Certificate of Achievement for Basic Drumming

2016 Certificate of Completion for Atlantic’s Pre-World of Work Programme

**Memberships and Volunteer work:**

2014 Butler Institute Reading Programme

2015-2016 Tutored at the Fernadeen’s Home Point Fortin

2015 Our Lady of Perpetual Help (OLPH) Breadline Programme**.**

2015-2016 Prefect at St. Joseph’s Convent, San-Fernando

2017- 2018 Mentor at Atlantic LNG’s Mentorship Programme

**Hobbies and Skills**

* Physical activities (hiking, martial arts, strength training and cardio)
* Performing Arts
* Reading

**References:**

Ian Ochoa

Sustainability Assistant

Corporate Operations - Sustainability & Corporate Communications, Atlantic

868-291-3372

Leah de Souza

Principal Consultant

Trainmar Inter-Regional Programme Ltd

868-735-5590