LAQUESHA BAILEY

6 Bernard Street East, Enterprise, Chaguanas | +1 (868) 386-1043 | laqueshabailey15@gmail.com

PROFILE

Goal-oriented worker with excellent communication and interpersonal skills. Motivated to learn and contribute in group activities. Demonstrates flexibility and adaptability when undertaking day-to-day tasks.

SKILLS & ABILITIES

– Proficient in Microsoft Office

– Basic Accounting and bookkeeping skills

– Excellent verbal and written communication

– Conversational Spanish

– Critical- Thinking Skills

EXPERIENCE

**NYLO Intern, Trinidad and Tobago Newsday**  2017-2017

Port of Spain, Trinidad

– Wrote and published 7 articles in the Trinidad and Tobago Newsday, showcasing a proficient command of language.

– Served in the capacity of a junior reporter.

– Demonstrated resourcefulness and charisma in finding persons to be interviewed for news articles.

**Vice President of Finance, Junior Achievement Company** 2013 – 2014

Chaguanas, Trinidad

– Won the Junior Achievement Vice President of Finance of the Year Award among 34 other candidates in 2014.

– Provision of advice with regards to the selection of the best and most cost-effective raw materials.

– Keeping up-to-date and accurate accounting books to record the inflow and outflow of cash.

– Determining the target amount of products the business had to sell to meet its financial goals.

EDUCATION

**St Joseph's Convent, St. Joseph – Richmond Street, St. Joseph** 2010 – 2017

– 8 CSEC Grade 1 passes including English A, English B, Mathematics, Additional Mathematics, Principles of Business, Principles of Accounts, Spanish and Physics

– 8 CAPE unit 1 and 2 Grade 1 passes including Communication Studies, Accounting, Literatures in English, Caribbean Studies and Spanish

HONOURS AND AWARDS

– 1st Place CAPE Spanish Unit 1 on 2017 CAPE Regional Merit List

– 8th Place CAPE Spanish Unit 2 on 2017 CAPE Regional Merit List

– 14th National Youth Parliament Best Debater

– 3rd Place CSEC English A on 2015 CXC CSEC Regional Merit List

LEADERSHIP

– Vice President of school's Language and Culture Club

– School Prefect

REFERENCES

Available upon request.