**OBJECTIVE**

To become a vital part of an organization where I can utilize my knowledge, skills and experience to help in the development and growth of the organization.

**TECHNICAL SKILLS**

* Knowledge and use of AutoCAD operating software
* Help provided a solution to prevent liquid entrainment into the separator at IPSL Ammonia Refrigeration section of the plant for final project
* Proficient in Microsoft Suite, AutoCAD and Visio
* Laboratory skills – Lab set ups, performing labs, writing reports, analysis

**COMMUNICATION SKILLS**

* Successfully lead my group on our final project based on IPSL Ammonia Refrigeration system
* Successfully lead two groups at the TATT/UTT 2015 ICT’s 4 Skills Development & Entrepreneurship among Young People
* Good Interpersonal skills
* Ability to lead, delegate, oversee and complete assigned tasks efficiently and effectively

**EDUCATION**

**2016 - Present Bachelor of Applied Science in Petroleum Engineering**

The University of Trinidad and Tobago

**2014 - 2016 Certificate in Process Operations**

The University of Trinidad and Tobago, San Fernando Campus

**2011 - 2014 National Engineering Technician Diploma in Chemical Engineering Technology**

The University of Trinidad and Tobago, San Fernando Campus

**2009 - 2010 Certificate in the Pre-University Programme**

The University of Trinidad and Tobago, O’Meara Campus

**2004 - 2008 School Leaving Certificate**

Northeastern College Secondary, Sangre Grande

CSEC O’Levels

Mathematics Grade 2

English A Grade 2

Social Studies Grade 1

Chemistry Grade 3

**CERTIFICATES**

**2015 – 2015 Certificate of Participation in NGC/UTT Natural Gas Workshop**

National Gas Company, Point Lisas Industrial Estate

**2012 - 2012 Certificate in Supervisory Management**

CTS College of Business and Computer Sciences, Chaguanas

**2009 - 2011 Certificate in Human Resource Management**

SITAL College, Sangre Grande

**WORK EXPERIENCE**

**2015 - 2018 Accounting Supervisor**

Stealth Computer Products & Services Ltd. Head Office, Maraval P.O.S

* Performed accounting responsibilities
* Prepared Invoices/ Quotations, Purchase Orders, Stamp Making
* Filed and performed administrative functions
* Fulfilled duties as a Receptionist (making/receiving calls, appointments)
* Performed customer relations responsibilities with both local and foreign clients
* Telemarketer for the products and services of the company
* Served as a Purchasing Clerk
* Served as a Secretary

**2013 - 2015 Process Operator**

Blue Mountain Premium Bottled Water Limited, Sangre Grande

* Operated 450ml, 650ml, 1.5L, 5L and 5 Gallon production lines
* Operated the sealers, labelers, filler lines and capper lines
* Performed quality control (Tested water samples for chlorine content, temperature, TDS, TSS, ozone, etc.)
* Supervised and trained junior workers

**2012 - 2014 Sales Clerk**

Payless ShoeSource, Sangre Grande

* Performed sales and clerical work
* Customer Service Representative – assisted clients with purchases and concerns
* Cashier (opened, balanced and closed cash and daily sales)

**PERSONAL ENHANCEMENT**

* Past member of the Events Committee Secretarial position at UTT Pt. Lisas
* Past a member of the Roman Catholic Choir and Youth Group
* Volunteer Work- First Sunday of every month feed the less fortunate in my

Community in collaboration with the Roman Catholic Church Choir

* Volunteer at The University of Trinidad and Tobago Volunteer Committee

**REFERENCES**

Mr. Matthew Cuffie

Investigator

National Insurance Board of Trinidad and Tobago

Phone: (868) 464-5847 / 345-9697

Mr. Ian Forde

Lecturer

The University of Trinidad and Tobago

Phone: (868)-749-1180