Kia Boldan

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# Objective

I intend to gain a greater knowledge of the operations of various enterprises to become more competent in the world of work.

# Education

## bachelor of education with specialization in ecce & general primary | 2015- present | the university of trinidad and tobago

## Certificate in ecce | 2014-2015 | the university of trinidad and tobago

## cape | May/June 2013-2014 | arima central secondary

* Communication Studies- Grade 2
* Caribbean Studies- Grade 3
* Literatures in English Unit 1- Grade 3
* Literatures in English Unit 2- Grade 4
* Sociology Unit 1- Grade 4
* Sociology Unit 2- Grade 4
* History Unit 1- Grade 5
* History Unit 2- Grade 5

## CXC | May/June 2012 | arima central secondary

* Mathematics- Grade 1
* English A- Grade 1
* English B- Grade 1
* Principles of Accounts- Grade 1
* Spanish- Grade 2
* History- Grade 2
* Geography- Grade 2
* Chemistry- Grade 2

# Awards & Certificates

* Certificate of Merit for Academic Achievement in CAPE Units 1&2- Arima Central Secondary School- 2015
* Certificate of Membership in Heroes Foundation- 2014
* Certificate of Participation in the Finals of National Secondary School Scrabble Championships- BPTT- 2013
* Academia Award for Most Outstanding Secondary Schools Student in CSEC/CXC- Office of the Member of Parliament for Arima- 2012
* Certificate of Participation in 7th Annual Internal Scrabble Tournament – Arima Central Secondary School- 2012
* Certificate of Excellence for Academic Achievement in CSEC- Arima Central Secondary School- 2012
* Outstanding Humanities Student CSEC- Arima Central Secondary School- 2012
* Most Outstanding Student CSEC- Arima Central Secondary School-2012
* Certificate of Participation in the Finals of National Secondary School Scrabble Championships- BPTT- 2012
* Co-curricular Award for Outstanding Performance in Young Leaders Project- Arima Central Secondary School- 2011
* Co-curricular Award for Outstanding Performance in Young Leaders Debate- Arima Central Secondary School- 2011
* Certificate of Merit for Academic Achievement- Arima Central Secondary School- 2010
* Certificate for Participation in 5th Annual Internal Scrabble Tournament- Arima Central Secondary School- 2010
* Certificate of Participation in Young Leaders Great Debate- RBTT- 2010
* Certificate of Achievement in Young Leaders- RBTT- 2010
* Co-curricular Award for Outstanding Performance in Basketball- Arima Government Secondary School- 2009
* Certificate of Merit for Academic Achievement- Arima Government Secondary School- 2009
* Certificate of Merit for Academic Achievement- Arima Government Secondary School- 2008

# Skills & Abilities

## time management

Within the environment of both school and work, I have developed the ability to multitask whilst ensuring producing high quality work.

## Sales

From my previous work environments, I have gained skills needed to accomplish a sale whilst ensuring the satisfaction of customer and ensuring they gained the value for their money.

## team work

In my present field of study, group work is a critical aspect of all courses. The experience gained from working with various groups of persons has provided me with an array of skills to communicate effectively as well as develop my interpersonal and intrapersonal skills.

## Leadership

Being the section leader for the tenor pans at the Edinburgh 500 Steel Ensemble has aided in my development of patience as well as my understanding and respect for each individual difference in thinking and working.

# Experience

## Fibre to the home direct sales agent | digicel | 2017- 2017

For my tenure at this place of work, I was responsible for interacting with the public and helping the public to understand the Digicel play home entertainment service. Once customers understood the services provided, I would sign them up to receive the service explained to increase the amount of customers the company services.

## customer service representative | prestige holdings limited | 2014- 2017

At this company, I was responsible for providing excellent service to each customer and ensuring the customers’ satisfaction with every purchase. Within my years with the company, despite working whilst attending school, I achieved a promotion to star member in front of house operations.

# Hobbies & Interest

Playing the steelpan, playing scrabble, watching television, playing sudoku, child care and education

# References

* Dennis Singh- 720- 4055 or 467-1271
* Nneka Clinton- 337-7897