CURRICULUM VITAE

Name:-	-	Onika Candacie Frank
Date of Birth:-	-	1-10-1993
Address: -		30 Prince William Street Plaisance East Coast Demerara.

EDUCATION

University of Guyana (Degree in Public Management)	-	present (final year)
Central High School	-	2005 - 2010
St. Agnes Primary School	-	1999 -2005
St. Agnes Nursery	-	1997-1999

QUALIFICATION

Social Studies	-	Distinction
English A	-	Grade I
English B	-	Grade II
Office Administration	-	Grade II
Principles of Business	-	Grade II
Integrated Science	-	Grade II
Principles of Accounts	-	Grade III
Mathematics	-	Grade IV

WORK EXPERIENCE

Currently a Volunteer at the United Nations Development Fund (UNDP) under the Guyana Society for Biodiversity and Eco Systems unit.

Completed a 6 weeks work attachment with The United Nations Development Fund (UNDP) under the Guyana Society for Biodiversity and Eco Systems unit. Work completed was mostly administrative and this was geared towards the IV international congress on the biodiversity of the Guyana shield.

Worked as a youth consultant on the One Health, One Caribbean, and One Love project at the Inter-American Institute for Cooperation on Agriculture (IICA). I attended meetings and I was part of the decision making and planning processes.

Supervised the Caribbean youth Environment Network's 2016 environmental day camp which lasted for a period of 1 week.

Worked with the National Commission on Disability as an advocate of the organization where I was tasked with preparing power point presentations, completing weekly reports and conducting sensitization sessions with various organizations and Ministries.

Worked with the Ministry of Education department of Culture Youth and sport's Volunteerism Support Platform in collaboration with CUSO International as a Peer Educator on their Voluntary School Club Project.

Facilitated a five days workshop on Creativity for Employment and Business Opportunity (CEBO) for Caricom. Youth Entrepreneurial Skills Training program.

Completed a six (6) weeks Work Study program at Camp Ayangana Georgetown attached to the Finance Department but students were rotated every two weeks to sub departments within the finance department.

TRAINING COURSES

Completed a course on Social Crime Prevention with USAID	June 2017
National Commission on Disability staff Development training	- May 30th-31st, 2016
Volunteerism Support Platform volunteers In house training	-March 20th, 2016
Trained as a mentor by the USAID SKYE project Team.	-July 12th, 2015
Events management and hospitality training	-May, 2016
United Nations Consultative Youth Forum Workshop	- November 19 and 20, 2014
Ultimate Communication and Proposal Writing Workshop with the Global Shapers Community	- December-2014
Volunteer Management Systems Training	- November 12-13, 2014

Youth Leaders Training	2008 to 2012
Ministry of Culture Youth & Sport	
Youth Media Guyana	- 2012
Attended a three days Entrepreneurship Skills Training Workshop with CARICOM . CEBO (i.e.) Creativity for employment and business opportunity.	- 24-26th, September, 2013

VOLUNTARY WORK

The Plaisance Youth Empowerment Group	Vice Chairman (Active)
United Nations Population Fund (UNFPA)	Youth Advisor (Active)
Caricom Youth Ambassadors Committee	Active member (Committee Member)
Volunteerism Support Platform	An active member of the group as a Peer Educator, National Volunteer and Youth Ambassador
Caribbean youth Environment Network (CYEN)	An active member of the group which Conducts various environmental projects and creates environmental awareness.
Ocean Conservancy	yearly participation in their International Coastal cleanup.
Golden Jubilee	help plan and execute all events
Society Against Sexual Orientation Discrimination (SASOD)- Guyana	Participated in their World Human Rights Day activities. A flash mob was done and A rally at The Merimans Mall where I Hosted a boot.

Youth Groups in Plaisance	Plaisance Young Achievers and Zorg Congregational Youth Group, East Coast Demerara.
Ministry of Culture, Youth & Sport	Recreational Day Camps during the July to August period – four years to present.
Joshua House (orphanage)	Periodic feeding ventures
The Salvation Army	periodic donations
Writing articles for Youth Media Guyana	Youth Column – (Newspapers)
Participated in Caricom-Summit Guyana 2006	National School of Dance (Escorted Columbian President) National Cultural Centre

Participated in Carifesta Guyana with National School of Dance
Opening and Closing Ceremony – 2008

AWARDS

I am the recipient of a National Youth Award where I was recognized for my efforts and for outstanding voluntary work. This annual award is coordinated and hosted by The Ministry of Education Department of culture Youth and sport.

HOBBIES	Interacting and meeting new people, Dancing, Cooking and trying new things.
INTEREST	Youth development, volunteering, the environment, developing Guyana and charity work

CONTACT #	cell# - 641-1728 Home#-222-3982,

****

REFERENCE

Ms.Grace Roberts
Coordinator
Volunteerism Support Platform
Tel # 227-7575

Ms.Dionne Cush
Secretariat Coordinator
Guyana Society for Biodiversity and Eco Systems
Tel # 226-4049

Caribbean Community Secretariat
P.O. Box 10827
Turkeyen
Greater Georgetown
Guyana

Your Ref:

Our Ref:

14 September 2017

Ms Onika Frank
30 Prince William Street
Plaisance
EAST COAST DEMERARA

Dear Ms Frank

AGREEMENT OF PARTICIPATION

The Caribbean Community (hereinafter referred to as **"the Community"**) is pleased to offer you an attachment as part of the **2017 Undergraduate/Graduate Internship Programme within the Directorate of Human and Social Development** of the Caribbean Community Secretariat for the period **18 September 2017 to 17 October 2017.** Your attachment will be at the Caribbean Community Secretariat Headquarters in Guyana and is subject to the following terms and conditions:

1. **FINANCIAL PROVISIONS**

You shall be paid a stipend (in Guyana dollars) at a rate of **EC$883.00 (Eight Hundred and Eighty-Three Eastern Caribbean dollars)** per month.

2. **ASSIGNMENT**

You shall be assigned to the Directorate of Human and Social Development within the CARICOM Secretariat and be required to perform the duties assigned by and under the supervision of Mr Sherwin Toyne-Stephenson, Programme Manager, Crime and Security.

3. **TERMINATION OF ATTACHMENT**

During the period of participation in the 2017 Undergraduate/Graduate Internship Programme, your attachment may be terminated by one week's notice on either side. In the event of termination of your attachment, failure on your part to give such notice shall result in your becoming liable to pay the Community a sum equivalent to one week's stipend *in lieu* of the required notice being given.

/...

OF

Onika Frank
Intern
14 September 2017

4. **LIABILITY**

No liability shall be attached to the Community for any negligence, omission or default on your part or for any act committed by you in the execution of your Agreement.

5. **INTELLECTUAL PROPERTY RIGHTS**

The title rights, copyright and all other intellectual property rights of whatsoever nature in any material produced, compiled or prepared under this Agreement shall be vested exclusively in the Community.

6. **UNPUBLISHED INFORMATION**

You shall not communicate to any person or other entity any unpublished information made known to you in the course of the attachment except upon the written authorization of the Secretary-General of the Caribbean Community.

Yours sincerely

MANORMA SOEKNANDAN, PhD
DEPUTY SECRETARY-GENERAL

DECLARATION OF ACCEPTANCE

I hereby declare that I accept this attachment as part of the **2017 Undergraduate/Graduate Internship Programme within the Directorate of Human and Social Development** of the Caribbean Community Secretariat on the above terms and conditions.

OFrank .....
ONIKA FRANK

21st September - 2017
DATE

O.F

INTERNSHIP AGREEMENT

Student's Name **Onika C Frank**		**Date of Birth: 01/10/1993**
Nationality Guyanese		**Sex:** Female
Passport No. R0776877		**Date of Expiry:** 31/08/2021
Current Position : Student		
University		
Address: 30 Prince William Street Plaisance E.C.D		
Telephone Nos. (592) 641-1728	**School/University: University of Guyana**	**Home:** (592) 222-3982
		Fax: N/A **Email:onikacandacie@gmail.com**
Next of Kin **Telephone Nos.** 592 626-1093		**Fax: N/A** **Email: cdavson@yahoo.com**
Source of total funding for the internship		
Brief description of your main roles and responsibilities	As a Volunteer of the Volunteerism Support Platform a few of my roles and responsibilities include but are not necessarily limited to ; creating and executing projects that will impact the lives of young people in a positive way, advocacy, data collection and referrals, developing action plans and compiling monthly reports.	
Relevance of Internship to your studies/duties	It is my firm belief that as a University student perusing an Undergraduate Degree in the field of Public Management, this internship would grant me the experience of working in close collaboration with the region's principal policy making body. Given that my passion for over five (5) has been Youth development the internship would impart valuable knowledge that would put me in a better position to be a positive agent for change within the Caribbean youth's diaspora.	

Educational Background	**From:** **To:**	**Qualifications Obtained** Degree: Advanced Diploma:
Health Condition : Are you in good health(accepted participants will be responsible for any medical expenses they may incur while on the internship)	Health condition is good, with no known risks or ailments.	

Declaration: I certify that the statements made by me in this form are true and correct to the best of my belief

Applicant's signature.....**Date** ~~**June 29, 2017.**~~ 13th September - 2017

Endorsement by CARICOM Youth Ambassador (Guyana)

Total cost of the Internship paid for by the Recommender: Yes **No:** ✓

Please tick appropriate response

I confirm that I believe all the statements in this form to be correct

Signed J Collier-Swan **Position:** CARICOM Youth Ambassador

Name: Jewel Collier-Swan **Organization:**

Name of Internship Organization:	**Human and Social Development** (HSD)

Unit or Site:	Directorate of Human and Social Development
Location of Internship	**CCS Guyana**
Supervisor at Site:	**Mr. Sherwin Toyne-Stephenson**
Supervisor's Title:	Programme Manager Crime and Security
Supervisor's Phone:	(592) 222-0001 ext. 2706

Internship Coordinator's Name:	**Dr. Hilary Brown**
Phone #:	(592) 222-0001 ext. 2707
Fax #:	n/a
E-Mail to :	hilary.brown@caricom.org

Dates of Internship	**Begin: 18 September 2017**	**End: 17 October 2017**

1. **Internship Description: Youth and Culture Internship Project**

Nature and scope of proposed activities: The intern will perform a range of tasks to develop knowledge of the key programme issues in the Directorate and to enhance research, planning, analytical, advocacy and reporting skills.
Tasks to be completed : 1. Attend orientation sessions in HSD to become acquainted with select policy priorities and understand *Workfront* usage in management of Programmes 8, 12, 14 and 16 (1 week) 2. Programme 8- Assist in preparation of financial and activity reports in Environment and Sustainable Development, and assisting with updating common environment policy website (3 weeks) 3. Programme 12- Assist in review, edit and amend reports from Early Childhood Development and Teaching Innovations Technical Working Groups (3 weeks) 4. Programme 14- Perform a range of advocacy activities to support enhanced engagement with the CARICOM Youth Ambassadors (3 weeks) 5. Programme 16- Capture and analyze data sets for Immigration policy issues, identifying gaps as needed (3 weeks) 6. Report Out- Prepare final report and make presentation to Directorate (1 week)
Time frame [including expected date of completion]: 3.5 Months
Expected Final product(s): Final Report and Oral Presentation to HSD

2. **Expected schedule of student time in the agency/organization:**

Student work schedule [*35 hours a week*]: ***(normal working hours of CARICOM)***	**Date**
Supervisory meetings: with expected milestones/targets *[between student and site supervisor, minimum of once per week]*	

3. **Project Work Site and Resources:**

HSD will provide adequate workspace for the intern. If IIS is unable to provide a computer, the intern will be asked to use their personal laptop.
The intern will be required to sign the confidentiality agreement and will need access to relevant CARICOM documents related to the sub-disciplines under HSD.

4. **Student Interns Responsibilities in carrying out the project:**

The Intern will:

- Maintain regular working hours;
- Conduct himself or herself in an ethical manner, conforming to the CCS' policies, procedures and core values while executing the specific duties and responsibilities of the internship;
- Maintain a written record or journal of the internship experience, and will meet with the site supervisor at least weekly during the internship period;
- At the conclusion of the internship, the student will submit a final report documenting the internship to his/her supervisor, as well as fulfilling any internship requirements.

5. Site Supervisor Responsibilities in supervising the project:

The Site Supervisor will:

- Ensure the necessary space and equipment is provided for the Intern;
- Coordinate the Intern's orientation and programme with CCS and HSD;
- Supervise the Intern's activities during the duration of the internship.

Agreement

I have participated in the development of the internship proposal and agree to conditions specified above. If it becomes necessary to change any of the specified conditions, I agree to make the changes in conjunction with the Site Supervisor whose signatures appear below.

Student/CYA:	*Date:* 13th Sept - 2017
Site Supervisor:	*Date* 13/09/17

Original to:	The Unit/Site Supervisor	☐
One Copy to	CYA	☐
One Copy to	CARICOM Secretariat Head Office, Georgetown	☐

NO - COST INTERNSHIP AGREEMENT
(No financial obligation on the part of the Host Institution)

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Name: Jewel Collier-Swan **Organization:**

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Fax #:	n/a
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