

# LATOYA .K. GREENE

24 Freeman Smith Subdivision Road

P.O Box N-390

Nassau, New Providence,

The Bahamas

Phone Contact: 1-242-394-6476 (h), 1-242-465-6242(c)

Email Address: latoya.greene@gmail.com

## EDUCATIONAL BACKGROUND

### EUGENE DUPUCH LAW SCHOOL

September 2011-Present ■ *Candidate for the Council of Legal Education Certificate* ■ Nassau, The Bahamas

- Participant in the 2011/2012 Stetson International Environmental Law Moot Competition in Washington, D.C. (February 3-5 2012)
- 1<sup>st</sup> Year Library Representative
- Member of the Publications Committee

### THE UNIVERSITY OF THE WEST INDIES

August 2009- May 2011 ■ *Bachelor of Laws (LL.B) (Hons.)* ■ Mona Campus: First Year (Kingston, Jamaica) and Cave Hill Campus: Second and Final years (St. Michael, Barbados)

- Member of the Law Society
- Member of the Constitution Committee

### THE COLLEGE OF THE BAHAMAS

August 2005-July 2007 ■ *AA Law and Criminal Justice Studies (With Distinction)* ■ Oakes Field Campus (Nassau, Bahamas)

- Managing Editor of The Spectrum (College's Newspaper) from 2006-2007
- Volunteer Peer Tutor at the Tutoring Center in English 119, Math 140 and Creole 102 & 103 Courses

### FAITH TEMPLE CHRISTIAN ACADEMY

September 2002- June 2005 ■ *High School Diploma (Hons.)* ■ Prince Charles Drive (Nassau, The Bahamas)

- Honour Roll Student for three consecutive years
- Deputy Head Girl
- President of Literary Arts and Debate Club
- Obtained 8 Bahamas General Certificate of Secondary Education (B.G.C.S.E) Passes

## PROFESSIONAL EXPERIENCE

### LENNOX PATON ATTORNEYS

July 2011- August 2011 ■ Summer Intern

- Carried out assignments in the Financial Service Group, Litigation and Real Estate Departments.
- Assisted attorneys with research on cases involving probate matters, strata corporation, case management and interlocutory injunctions.

- Filed documents at the Supreme Court Registry and conducted company searches at the Companies Registry

## **THE CENTRAL BANK OF THE BAHAMAS**

June 2009- July 2009 ■ Summer Employee

- Assigned to the Banking Department
- Assisted in carrying out transactions in the bank's systems, including recording status of currencies every morning and afternoon, posting salaries and preparing memorandums

## **LENNOX PATON ATTORNEYS**

June 2008 to July 2008 ■ Summer Intern

- Assisted attorneys in various areas such as preparing case briefs, conducting research at Companies Registry, Supreme Court and Probate Registry

## **COMMONWEALTH BANK (TOWN CENTRE MALL BRANCH)**

October 2007- May 2008 ■ Customer Service Representative

- Received, ordered and verified cash for distribution to customers
- Accepted savings deposits and withdrawals and loan payments
- Contributed to the fulfillment of the department and company objectives and goals

## **SKILLS AND ABILITIES**

- Proficient in Microsoft Word, Excel and PowerPoint
- Good organization and analytical skills
- Working knowledge of Haitian Creole
- Effective communication skills

## **REFERENCES**

Mr. Thomas Evans Q.C.

Attorney-at-Law and Evidence Tutor at Eugene Dupuch Law School

Telephone Contact: 1-242-322-5178 or 328- 8510 (office)

Magistrate Ellen Serville

Landlord & Tenant Tutor at Eugene Dupuch Law School

Telephone Contact: 1-242-324-3732 (home), 1-242-322-8956/7 (office)



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

<b>Student's Name</b>	LaToya Greene		<b>Date of Birth:</b> 25 May 1988
<b>Nationality</b>	Bahamian	<b>Sex:</b> Female	
<b>Passport No.</b>	R252686	<b>Date of Expiry:</b> 02-06-2015	
<b>Current Position : Title of Post</b>			
<b>Employer/School/University</b>	Eugene Dupuch Law School		
<b>Address</b>	24 Freeman Smith Subdivision		
<b>Telephone Nos.</b>	<b>School/University:</b> 326-8508	<b>Home</b> 1-242-394-6476	
		<b>Fax Email</b> latoya.greene@gmail.com	
<b>Next of Kin Telephone Nos.</b>	Cathy Greene 1-242-427-7572	<b>Fax Email</b>	
<b>Source of total funding for the internship</b>	Eugene Dupuch Law School		
<b>Brief description of your main roles and responsibilities</b>			
<b>Relevance of Internship to your studies/duties</b>			
<b>Educational Background -Type of Institution –</b>	<b>From:</b>	<b>To:</b>	<b>Qualifications Obtained</b>
<u>University of the West Indies</u>	2008	2011	Bachelor of Laws (Hons)
<u>Eugene Dupuch Law School</u>	2011	Present	Certificate of Legal Education(Pending)
<b>Health Condition : Are you in good health(accepted participants will be responsible for any medical expenses they may incur while on the internship)</b>	Yes		
<b>Declaration:</b> I certify that the statements made by me in this form are true and correct to the best of my belief			

Applicant's signature	<i>L. Greene</i>	Date	31 May, 2012
Endorsement by Head of Department at the University			
Total cost of the Internship paid for by the University :		Yes :	X
Please tick appropriate response		No:	
I confirm that I believe all the statements in this form to be correct			
Signed	<i>Tonya N. Bastian Galanis</i>	Position:	Principal
Name:	Tonya Bastian Galanis	Organization:	Eugene Dupuch Law School
Name of Internship Organization:	CARIBBEAN COMMUNITY SECRETARIAT		
Unit or Site:	Office of the General Counsel		
Location of Internship	Turkeyen, East Coast Demerara, GUYANA		
Supervisor at Site:	Ms Safiya Ali		
Supervisor's Title:	General Counsel		
Supervisor's Phone:	592-222-0001 to 0075 [2621]		
Internship Coordinator's Name:	Mr Bevan Narinesingh		
Phone #:	592-222-0001 to 0075 [2921]		
Fax #:	592-222-00207		
E-Mail to :	legal6@caricom.org; bnarinesingh@caricom.org		



Dates of Internship	Begin:	End:
4 June 2012 – 13 July 2912	8:30am	4:30pm



**1. Internship Description:**

<b>Nature and scope of proposed activities:</b>
<b>Tasks to be completed :</b>
<b>Time frame</b> [including expected date of completion]:
<b>Expected Final product(s):</b>

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

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

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

**Specify arrangements for student work space in agency**

[If applicable ] Please Specify arrangements for student access to information, personnel, data, data processing, and other materials necessary for completion of any projects.  
If special permission is required for access to data, records or clients, how will such permission be arranged?

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

**5. Site Supervisor Responsibilities in supervising the project:**

## Agreement

I have participated in the development of the **No - Cost** 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.

<b>Student:</b> <i>L. Greene</i>	<b>Date:</b> 31 May 2012
<b>Site Supervisor:</b>	<b>Date</b>

**Original to:** The Unit/Site Supervisor

☐

One Copy to Student

☐

One Copy to CARICOM Secretariat  
Head Office, Georgetown

☐



## Jennifer Blackett-Lewis

---

**From:** Jennifer Blackett-Lewis <jblackettlewis@caricom.org>  
**Sent:** Monday, July 09, 2012 2:13 PM  
**To:** 'khaless@caricom.org'  
**Cc:** 'Safiya Ali'; 'Charmaine Atkinson-Jordan'; 'legal3@caricom.org'; 'knottage@caricom.org'  
**Subject:** Workprogramme -LaToya Greene June 4-July 14 - No-Cost Intern, a Bahamian 1st year Law School student of the Eugene Dupuch Law School proposed starting date 4 June 2012

Dear Ms. Hales,

Further to the email below, HRM acknowledges receipt, with thanks, of the following documents for Ms.Greene, received on Friday 6 July 2012:

1. Completed, signed no cost internship agreement form
2. Signed and witnessed Loyalty Statement
3. Copy of completed Personal Data Form
4. Copy of the bio data page of her passport

As discussed on Fri. 6 July, the no cost internship agreement form does not contain the work programme for Ms.Greene to which you had responded that you would liaise with Ms. Ali concerning the workprogramme.

HRM would be grateful/ looks forward to receiving a copy of the workprogramme for Ms.Greene, prior to the end of the internship which is expected to conclude on Fri. 13 Jul 2012.

Regards

JennyBL.

---

**From:** Jennifer Blackett-Lewis [<mailto:jblackettlewis@caricom.org>]  
**Sent:** Friday, June 08, 2012 3:55 PM  
**To:** 'khaless@caricom.org'  
**Cc:** 'legal3@caricom.org'; 'Charmaine Atkinson-Jordan'; 'legal@caricom.org'; 'Bevan Narinesingh' ([bnarinesingh@caricom.org](mailto:bnarinesingh@caricom.org)); 'knottage@caricom.org'  
**Subject:** LaToya Greene No-Cost Intern, a Bahamian 1st year Law School student of the Eugene Dupuch Law School proposed starting date 4 June 2012

Dear Ms. Hales,

HRM has been following up with Ms. Frank previously and more recently today as to:

1. Whether or not action was taken on the email below/ the internship agreement form completed and sign as HRM did not receive a response to the email.
2. Whether the Loyalty Statement, a copy of which is attached, has been signed by the intern, who has since started the internship on June 4.

A copy of the internship checklist is attached to facilitate coordinated effort in administering the internship.

As Ms. Frank has shared today , the partially completed **no- cost internship agreement form** had been received by legal, but was returned to the Eugene Dupuch Law School for additional information. HRM would be grateful for a copy of the completed, signed form which incorporates the intern's workprogramme on receipt of it from the Law School.

In the interim, HRM would be pleased to receive a copy of the completed Loyalty Statement signed by Ms. Greene, witnessed by the relevant legal staff and a completed copy of the Personal Data Form.

Regards

JennyBL.

---

**From:** Jennifer Blackett-Lewis [<mailto:jblackettlewis@caricom.org>]

**Sent:** Friday, May 18, 2012 12:21 PM

**To:** 'Safiya Ali'

**Cc:** 'legal3@caricom.org'; [gcrick@caricom.org](mailto:gcrick@caricom.org); 'Charmaine Atkinson-Jordan'; 'legal@caricom.org'; 'khaless@caricom.org'; 'Bevan Narinesingh' ([bnarinesingh@caricom.org](mailto:bnarinesingh@caricom.org))

**Subject:** DSG's approval to host 1 No-Cost Intern ,Ms. La Toya Greene, a Bahamian 1st year Law School student of the Eugene Dupuch Law School proposed starting date 4 June 2012

Dear Ms. Ali,

Further to your memo dated 4 May 2012 to the DSG , copied to HRM, the DSG has approved the **no-cost** internship of Ms. LaToya Greene, a Bahamian 1st year Law School student of the Eugene Dupuch Law School, subject to all policy requirements for the internship being met. In this regard we have attached a copy of the internship agreement form to be completed for the **no cost** internship.

HRM looks forward to receiving the completed internship agreement form along with a copy of the bio data page of Ms. Greene's passport prior to the start of the internship.

Regards

JennyBL.