Stacey Gordon

Resume

Name: Stacey Faith Ann Gordon

D.O.B: 11th January 1994

Previous Institution attended: St Joseph High School

Present Institution attending: University of Guyana (3rd Year Communications Degree Programme)

Academic Qualifications:

Caribbean Examination Council

Nine CXC Subjects

English Language- Grade one (Distinction)

Mathematics- Grade two

Principle of Business- Grade one

English Literature- Grade one

Social Studies- Grade one (Distinction)

Food and Nutrition- Grade one

Home Management- Grade one

Geography- Grade two

Physics- Grade three

University of Guyana

Associate Degree with Distinction in Communication Studies

College Board

Scholastic Aptitude Test (SAT) – 880 Score

Computer skills: Microsoft Office 2003-2010

Website Designing

Work Experience: Work study at the Guyana Defence Force- Credit Union

Public Speaking Experience:

GBTI Impromptu Speech Competition

JOF Haynes Memorial Debate

National Library Champion Readers Competition

Rights of the Child Convention

Volunteering

Come Alive Network Incorporated – Public Relations Officer

One World Youth Project- Project Ambassador

Habitat for Humanity Campus Chapter- Public Relations Officer

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

CARICOM

Your Ref:

Our Ref:
16th December 2014

Ms. Stacey Gordon
590 Recht Door Zee
West Bank Demerara

Dear Ms. Gordon,

LETTER OF AGREEMENT

The Caribbean Community (hereinafter referred to as "**the Community**"), wishes to engage you as an **Intern** within the Energy Programme.

The nature of the services which you are required to perform and the terms and conditions relating thereto are set out hereunder:

1. **Nature of Services**

Under the guidance of the Project Officer, Energy Unit, CARICOM Secretariat, in the Directorate of Trade and Economic Integration., you are required to:

(i) Develop energy awareness **activities** around the concepts of Energy Efficiency and Energy Conservation to be implemented by selected Member States

(ii) Develop content for energy awareness **material** with focus on the various Renewable Energy sources (Hydro, Solar, Bio-mass, Geothermal and Wind) for distribution within Member States as part of their Energy Awareness campaigns

(iii) Develop energy saving tips suitable for Display on Poster

(iv) Design Posters, Brochures, Bumper Stickers to portray activities, material and energy saving tips developed as per (i), (ii) and (iii) above.

(v) Develop rules for Online Photo Competition and Online Energy Quiz for Montserrat and St. Kitts and Nevis

(vi) Post questions on Montserrat and St. Kitts and Nevis web interface daily and administer on-line Competitions mentioned at (v) above.

2. **Financial Provisions**

In consideration of the services to be performed by you, the Community agrees to pay you the Guyana Dollar equivalent of **US$950.00** (nine hundred and fifty United States Dollars) on the satisfactory completion of your assignment.

3. **Method of Payment**

The Guyana Dollar equivalent of **US$950.00** shall be paid in full on the satisfactory completion of your assignment.

4. **Duration of Agreement**

This Agreement shall be in effect from **the 19th December 2014 to the 30th January 2015.**

5. **Liability**

No liability shall be attached to the Community for any negligence, default or omission on your part in the performance of this Agreement.

6. **Rights and Obligations**

The rights and obligations under this Agreement are strictly limited to the terms and conditions herein. Accordingly, you shall not be entitled to any benefit, payment, subsidy, compensation, entitlement or other expenses, except as expressly provided in this Agreement.

7. **Title Rights**

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

8. **Unpublished Information**

You shall not communicate to any person or other entity any unpublished information made known to you by the Community in the course of the performance of the obligations under the terms of this Agreement, except upon written authorisation of the Community.

9. **Notice of Termination**

Either Party may terminate this Agreement by giving one (1) week's notice in writing to the other Party. In the event that this Agreement is terminated prior to its due date of expiration, you shall be compensated on a pro rata basis for the amount of work

performed to the satisfaction of the Community.

10. **Modifications or Amendments to Agreement**

If circumstances arise which require modifications or amendments to be made to this Agreement, such modifications or amendments may only be made with the consent of the Parties given in writing.

11. **Dispute Settlement**

Any dispute arising out of the terms of this Agreement shall be settled by negotiation.

If you are in agreement with the abovementioned terms and conditions, please indicate your acceptance by countersigning this Letter of Agreement as well as the copies. Please retain one copy and return the other copies to the Secretariat.

Yours sincerely,

.....

MANORMA SOEKNANDAN, PhD
DEPUTY SECRETARY-GENERAL

S. Gordon
.....
STACEY GORDON

07/01/15
.....
DATE

NO-COST INTERNSHIP AGREEMENT

No financial obligation on the part of the Host Institution

Student's Name	**Stacey Faith Ann Gordon**	**Date of Birth: 11 January 1994**
Nationality	Guyanese	**Sex: Female**
Passport No.	R0509717	**Date of Expiry: 11 November 2019**
Current Position : Title of Post	Intern	
Employer/School/University	**University of Guyana**	
Address	**Turkeyen Campus, Greater Georgetown, Guyana**	
Telephone Nos.	**School/University: (592) 222-5122**	**Home: (592) 667-7748**
		Fax: (592) 222-5444 **Email: carolyn.walcott@uog.edu.gy**
Next of Kin Telephone Nos.	**Mrs. Maureen Small-Andrews (592) 677-0467**	**Fax** **Email: maureensmall68@yahoo.com**
Source of total funding for the internship		
Brief description of your main roles and responsibilities	**Assist the CARICOM Energy Unit to implement its Communication Strategy, which includes the following:** • **CARICOM Energy Portal** • **CARICOM Energy Quarterly** • **CARICOM Energy Week 2015**	
Relevance of Internship to your studies/duties	**The Internship which is centered largely on providing communications assistance to the CARICOM Energy Unit establishes a medium and platform for the knowledge and skills acquired from studying Communications at University to be implemented in an effective way which not only tests and requires one to apply what was learnt but also develops these skills and introduces new communication skill sets to the table through training.**	
Educational Background -Type of Institution – **University of Guyana**	**From:** **To:** **2012** **2015**	**Qualifications Obtained** **3rd year student pursuing a Bachelor of Science in Communications**
Health Condition : Are you in good health(accepted participants will be responsible for any medical expenses they may incur while on the internship)	**Yes**	

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.....S. Gordon.....**Date** ....30/01/15.....

Endorsement by Head of Department at the University

Total cost of the Internship paid for by the University : Yes : No: X
(Please tick appropriate response)

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

Signed Carolyn Walcott Centre for Communication Studies **Name: Carolyn Walcott**

Position: Director, Centre for Communications Studies Organization: University of Guyana

Name of Internship Organization:	**Caribbean Community (CARICOM) Secretariat**
Unit or Site:	**Energy Programme, Directorate of Trade and Economic Integration**
Location of Internship	**Annex Building**
Supervisor at Site:	**Dr. Devon Gardner ***
Supervisor's Title:	**Programme Manager, Energy**
Supervisor's Phone:	(592) 222-0001 Ext. 3521

Internship Coordinator's Name:	**Ms. Carolyn Walcott**
Phone #:	(592) 222-5122
Fax #:	(592) 222-5444
E-Mail to :	carolyn.walcott@uog.edu.gy

Dates of Internship	**Begin: 3 August 2015**	**End: 27 September 2015**

*** Student will receive support from Ms. Michelle Nurse, Communications Officer with responsibility for energy matters within the Communications Unit of the CARICOM Secretariat.**

1. **Internship Description:**

Nature and scope of proposed activities: **Communications assistance to the CARICOM Energy Programme**
Tasks to be completed : 1. **CARICOM Energy Quarterly Reviewed and Finalised: Edit and proofread articles and assist with content layout.** 2. **Video Ad for CARICOM Energy Portal: Work with the Communications Unit of the CARICOM Secretariat to edit and produce video.** 3. **Update Content of the CARICOM Energy Portal: Review and identify outdated content and obtain updated content for uploading; and test the Portal for search engine optimisation and mobile optimization.** 4. **Communications Strategy for CARICOM Energy Week: Review CARICOM Energy Week 2015 plan and activities, and design a Draft Communications Strategy for submission to the Communications Unit of the CARICOM Secretariat for approval.**
Time frame [including expected date of completion]: **27 September 2015 (8 weeks)**
Expected Final product(s): 1. **CARICOM Energy Quarterly Volume 1 finalised** 2. **CARICOM Energy Portal Video finalised** 3. **CARICOM Energy Portal updated to include search engine optimisation and mobile optimisation** 4. **CARICOM Energy Week 2015 Strategy finalised**

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

Student work schedule [*hours per week*]: *(normal working hours of CARICOM)*	**Date**
Supervisory meetings: with expected milestones/targets *[between student and site supervisor, minimum of once per week]*	
Initiation	3 August 2015
Revision and Finalisation of the CARICOM Energy Quarterly	7 August 2015
Development of Video Advertisement for Launch of CARICOM Energy Portal	13 August 2015

Updating Content of the CARICOM Energy Portal	20 August 2015 27 August 2015 3 September 2015
Development of a Communications Strategy for CARICOM Energy Week 2015	10 September 2015 17 September 2015 24 September 2015
Report on Internship and Exit Interview	25 September 2015

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

Specify arrangements for student work space in agency

- Office space with computer has been identified.
- Intern will have access to the internet but not the intranet.
- Documents required will be provided in electronic and/or hard copy, as required.

[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?

- Internet access to be provided
- No intranet access
- Relevant files will be provided in electronic format and/or hard copy, as required.

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

- Report daily to assigned work site at the CARICOM Secretariat
- Complete tasks assigned
- Provide supervisor with progress updates, reports any difficulties encountered and seeks guidance, as necessary, in the completing tasks assigned
- Submit deliverables in accordance with schedule
- Complete brief report on internship experience

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

Provide office space and equipment and facilities required to compete assignments, such as, computer, and printing and internet facilities

Provide Terms of Reference, guidance and feedback on assignments

Complete Assessment Report for Intern

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.

Student: S. Gordon	*Date:* 30/07/15
Site Supervisor:	*Date 30 July 2015*

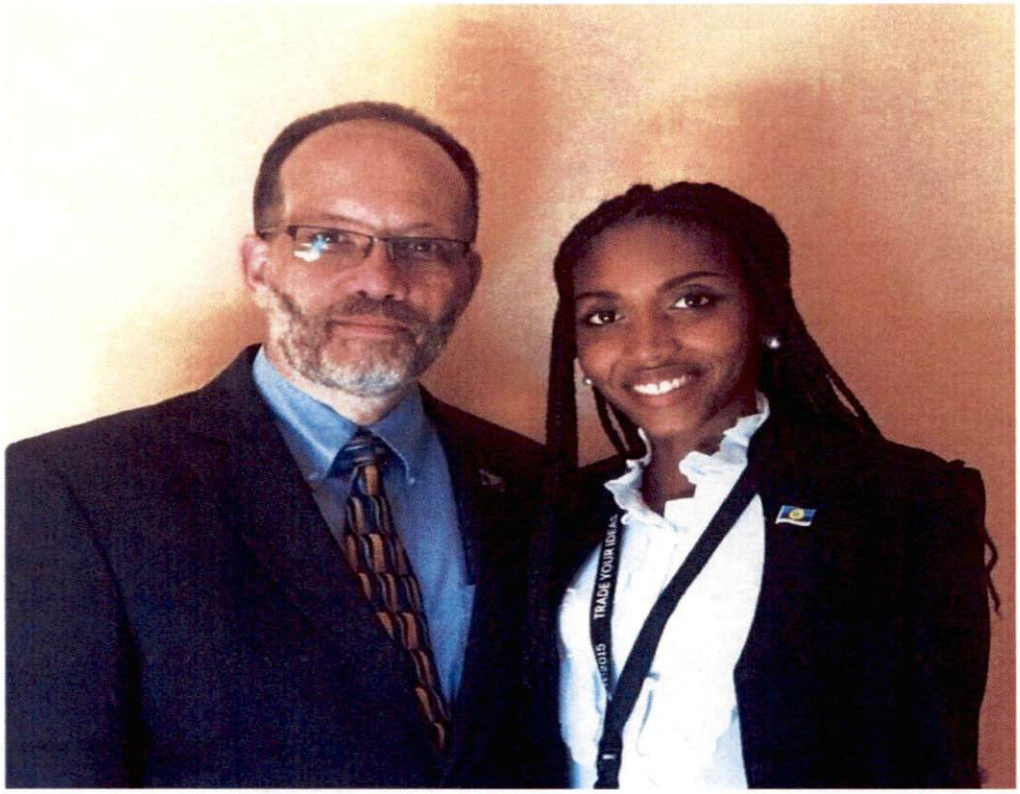
Original to:	The Unit/Site Supervisor	☐
One Copy to	Student	☐
One Copy to	CARICOM Secretariat Head Office, Georgetown	☐

Internship Report

CARICOM Secretariat – CARICOM Energy Programme

03 August – 27 September, 2015

ID #1023



Student: Stacey Faith Gordon

Supervisor: Dr. Devon Gardner

Field of Study: Communication Studies/ Law

Organization: The Caribbean Community (CARICOM) Secretariat

Department: The CARICOM Energy Programme

Preface

The internship report seeks to portray and give an overview of my experiences as an Energy Intern within the CARICOM Energy Unit at the Caribbean Community (CARICOM) Secretariat. The report contains an introduction of the intern, brief description of the host organization, main roles and responsibilities and also reveals the highlights and challenges of the experience which has all contributed to my development and growth.

It was the best in my lifetime, it was a challenging time, it was an experience which has now made me more marketable and qualified than I have ever been. I call it the CARICOM experience

The Introduction

Hailing from the beautiful countryside of Parafaith Harmony in the dear land of Guyana. I introduce myself as 21 year old Stacey Faith Ann Gordon, a young lady of exemplary character who has always been a tiny girl with huge dreams within my heart. Commonly referred to as "Stace" by beloved family and friends, I stand as a proud Capricorn with the bold self-perception that I am a versatile individual who can adapt to any working environment; hence a girl of many talents.

With infinite hopes and aspirations I had kicked off my academic career at the St. Joseph High School where I later graduated with honors, having attained nine passes at CXC. Currently I am pursuing a Bachelor's Degree in Communications Studies at the University of Guyana which I felt was imperative because of my vested interest in worldwide issues, public speaking and advocacy. Moreover, it is my belief that having great communication skills is one of the keys to unlocking the many wonders of life.

For me fostering relationships is one of the most important aspect of life and I strongly hold the ideology that one should be au fait and aware of every aspect and spectrum of life and society. Hence, attaining an internship within the CARICOM Energy Programme at the Caribbean Community (CARICOM) Secretariat had unlocked a whole new perspective for me as an individual and brought new challenges for a Communications student who has never been exposed to the energy sector.

The Caribbean Community (CARICOM) Secretariat

The CARICOM Secretariat, headed by Secretary General Ambassador Irwin LaRocque is an intergovernmental organization which stands as one of the most reputable and prestigious in the entire Caribbean. It is one which shares a unified vision across the CARICOM Region and strives to establish "A Community for All." The Secretariat serves as the principal administrative organ of the Caribbean Community and is the place which many deem as the 'ultimate final job destination'.

Its mission is to ***"contribute, in support of Member States, to the improvement of quality of the life of the people of the Community and the development of an innovative and productive society in partnership with institutions and groups working towards attaining a people-centred, sustainable and internationally competitive community***.

A mission which I wholeheartedly stand for and believe in as it strives towards the development of our region and its people by providing support to all CARICOM countries, whilst at the same time fostering and promoting mechanisms to achieve economic integration and harmony. For these reasons I not only desired an internship opportunity but was ecstatic to somehow make a contribution towards the objectives of the CARICOM Secretariat. Thus playing my part in developing the 'Caribbean Folk.'

Main duties and Responsibilities

During my internship period which lasted from the 03 August – 27 September, 2015 I served as the Communications Intern within the CARICOM Energy Unit under the guidance of Dr. Devon Gardner tasked with the responsibility of providing assistance to the Unit in the implementation of its Communication Strategy which includes the CARICOM Energy Portal, CARICOM Energy Quarterly and CARICOM Energy Week 2015. As well as providing assistance in the area of communication wherever required. The roles and responsibilities specifically included:

- CARICOM Energy Quarterly Reviewed and Finalised: Edit and proofread articles and assist with content layout.
- Video Ad for CARICOM Energy Portal: Work with the Communications Unit of the CARICOM Secretariat to edit and produce video.
- Update Content of the CARICOM Energy Portal: Review and identify outdated content and obtain updated content for uploading; and test the Portal for search engine optimisation and mobile optimization.
- Communications Strategy for CARICOM Energy Week: Review CARICOM Energy Week 2015 plan and activities, and design a Draft Communications Strategy for submission to the Communications Unit of the CARICOM Secretariat for approval.

Highlights and Challenges of the internship

My tenure within the Energy Unit was one which was filled with exposure to new knowledge, development and priceless experience as it not only capitalised on the Communication skills which I brought to the table but also improved on them through constant guidance and assistance offered by the staff of the Energy Unit but more so because of the amount of endless opportunities of development which were afforded and presented to me. During my time I was introduced to and received training from Knowledge Management experts, design experts, Communication Personnel's and Information Technology specialists who all added to and increased by far the communication skills which I had already possessed, way beyond what University has taught me thus giving me the cutting edge advantage of having knowledge and experience beyond my level of study and age. Moreover, it had introduced a whole new perspective which is energy and energy related matters and developments not just within the region but the world at large, which I quite love now.

However, the major highlight of the internship was having the opportunity to interact with and engage colleagues of the Secretariat from all around the world as well as the diverse team of dedicated employees of the Secretariat. Each individual added value to some aspect of my life in one way or another. From the staff of the Energy Unit who encouraged me to market myself more by giving tips on how to redesign my resume, to those at the Document Centre who aided in my academic research and the many Regional and International individuals who gave tips to success.

Nevertheless, the internship was not without its challenges as at times I lacked some of the knowledge and skillset required to get the tasks completed as it was not taught at University. More specifically this related to the completion of the Communication Strategy, technical aspects of the job and what I call 'Thinking and writing Energy'. However, I overcame these and successfully completed the tasks at hand through the maintenance of a positive attitude and stepping up to the challenge by making the best use of information and skills acquired from my academic background together with research, seeking guidance from staff members and capitalizing on the various

specialists and consultants available through the CARICOM Energy Unit and more specifically engaging the Programme Manager who always provided comprehensive knowledge, insight and guidance into what is to be done and achieved.

The internship is a mandatory coursework requirement in the field of Communication Studies undertaken by all final year Communication studies student under the supervision of Ms. Carolyn Walcott, Head of Department of the Centre of Communication Studies. It is expected that the internship experience will create a platform for the implementation of the knowledge and skills acquired thus far in the field of study.

This internship has been one of my most fascinating learning experience so far. I am most thankful for the relationships forged and the folks I have met. It has created a whole new perspective and has left me thinking and loving energy as I now have a better understanding of its importance and benefits. Moreover, it has implanted a seed of will, desire and drive to pursue a career in the field of energy. A new CARICOM dream!

The End

INTERNSHIP/ATTACHMENT SUPERVISORS REPORT

SUPERVISOR:

RECEIVED BY
1106
DEC 0 1 2015
HUMAN RESOURCE MANAGEMENT

1. Name of student: Ms. Stacey Gordon

2. Student ID number: 1008830

3. Place of attachment: CARICOM Secretariat

4. Period of attachment: 3 August – 27 September 2015

5. Total Number of contact hours spent on Internship: 320 hours

6. Name(s) of supervisor (s) / person(s) on Internship: Dr. Devon Gardner

7. Describe in detail the activities and programs the student was tasked with during the Internship:

CARICOM Energy Quarterly (CEQ), Jan – July Issue

Ms. Gordon provided assistance to the Consultants responsible for developing the layout and publishing the CARICOM Energy Quarterly (CEQ), by liaising with them to ensure that the required content was submitted in a timely manner. She also assisted in drafting and vetting articles for the CEQ.

The January – July issue of the CARICOM Energy Quarterly was successfully completed, published on the CARICOM Energy Portal and dispatched *via* email to stakeholders.

CARICOM Energy Quarterly (July – September Edition)

Ms. Gordon has assisted in coordinating the delivery of articles for the July – September Issue of CARICOM Energy Quarterly, by developing an outline of the articles and timetable for delivery of same, including the due dates and person responsible for provided the draft articles. She has also assisted in drafting articles.

CARICOM Energy Week Summary Document

Ms. Gordon prepared a document for CARICOM Energy Week 2015 which provides a summary of the names and dates of the proposed regional events and activities. The document also provides information on the themes and activities that were proposed by Member States.

Development of Criteria for CARICOM Energy Week Logo

Ms. Gordon was responsible for drafting the criteria document for development of the CARICOM Energy Week 2015 Logo. She was also responsible for communicating the criteria to the Consultants responsible for developing the CARICOM Energy Portal, to request submission of draft logos for consideration.

Outline / Description of CARICOM Energy Week 2015

A brief description / outline of CARICOM Energy Week 2015 was prepared. The document outlines the aim and focus of Energy Week, and also provides a synopsis of this year's activities and events.

CARICOM Energy Portal (CEP):

- **Production of Launch Video** – Ms. Gordon, with assistance from the Communications Unit, was responsible for producing a video for the launch of the CARICOM Energy Portal. Although, she has secured the requisite content for the video and software packages required to facilitate the production of the video, the activity was not completed, owing to competing priorities of the staff of the Communications Unit during the preparations for CARIFESTA and annual leave.

- **CARICOM Energy Portal Content Management Training** - Ms. Gordon attended an online Content Management Training facilitated by Consultant responsible for developing the CARICOM Energy Portal. The objective of the training was to equip personnel attached to the Energy Programme with the requisite skills to effectively facilitate content management on the Portal.

- **Update of Content** – Ms. Gordon was providing with background documentation and tasked with preparing draft summary content aimed at updating information on the CEP, with respect to the following matters: (i) CARICOM Energy Week; (ii) the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS); (iii) CARICOM Building Energy Efficiency Project (BEEP); CREEM Database; Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE). The Consultants responsible for developing the CEP have since advised that additional training would be required to complete this task.

- **Mobile and Search Engine Optimisation of the CARICOM Energy Portal** – Ms. Gordon was tasked with checking to ensure that these key features of the CARICOM Energy Portal were functioning and engaging the Consultants in this regard.

Communication Strategy for CARICOM Energy Week

Ms. Gordon has developed the Communication Strategy for CARICOM Energy Week 2015.

GIZ CARICOM Energy Week Proposal

Ms. Gordon provided assistance in developing the CARICOM Energy Week 2015 proposal which will be submitted to the GIZ–REETA Project, together with a request for resources to support the activities. She assisted by providing information on the times, dates and venues of the CEW 2015 events and activities, as well as, in the development of key ideas expressed in the proposal.

Design of a Information Package for Interns on CARICOM Energy Week

Ms. Gordon has produced a informational package on CARICOM Energy Week, containing background information which can be used to sensitise Interns on CEW, going forward.

8. On a scale of 1 to 5 please rate their performance and conduct. Place a tick in each of the boxes where appropriate

	Excellent	Very Good	Good	Fair	Poor
Attendance	5				
Number and Quality of Tasks Completed		4			
Conduct	5				
Level of Professionalism	5				
Value Added to Organization	5				

Please attach note any other comments you wish to be considered in the evaluation of the performance of this student while they were attached to you.

Signature: Date:

27/11/2015