

# Nathaniel Adiah

Mobile: 472-3716

Email: [nathanieladiah@gmail.com](mailto:nathanieladiah@gmail.com)

---

## **Objective:**

Final year student with experience in database systems and maintenance procedures. My strong problem-solving and analytical skills could be well utilized as a Field Engineer Trainee at Schlumberger Ltd.

## **Education:**

The University of the West Indies - St. Augustine Campus  
Bachelor of Science: Mechanical Engineering

Presentation College:

CAPE (2014-2015)  
8 Units successfully completed

CSEC (2013)  
10 Subjects passed

## **Work Experiences:**

Summer Intern June 2018 – August 2018

Republic Bank Limited Centre City

- Receive calls from businesses requesting bank drafts or deposit bags
- Enter and update information on customers' account books
- Prepare monthly reports on overdrawn accounts
- Perform clerical duties such as printing, filing, faxing

Summer Intern July 2017 – August 2017

National Petroleum Maintenance Division

- Receive trouble calls from dealers and inform technicians
- Enter and update information on technicians' inventory
- Prepare monthly reports on inventory for the division
- Accompany road technicians to work on malfunctioning pumps
- Carry out preventive maintenance in the plant

Library Assistant February 2016- September 2016  
National Library and Information System Authority

- Enter and update patrons' records on computers
- Instruct patrons on how to use reference sources, card catalogs and automated information systems
- Perform clerical activities such as answering phones, sorting mail, filing, typing, word processing and photocopying
- Assist in the preparation of book displays

Grocery Bagger July 2015 – January 2016  
\$ Value Supermarket

- Bag groceries and other items
- Assist customers in loading/unloading of merchandise
- Greet customers and assist them with item location

Summer Intern July 2014 – Aug 2014  
Ministry of Food Production, Land and Marine Affairs

- Operate office machines such as photocopiers and scanners
- Maintain and update filing and database systems
- Review files, records, and other documents to obtain information to respond to request.

**Awards:**

- Trinidad and Tobago Mathematics Olympiad  
Certificate of Merit 2011
- Trinidad and Tobago AstroClub  
Certificate of Excellence Astro Quiz 2014

**Publications:**

- Publication of short story in “*CXC Commemorative Compilation of Best Short Stories.*”

**Skills:**

- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Access
- Capable with office machinery - copying, printing, faxing
- Excellent written and verbal communication skills.
- Ability to work under pressure