

NICOLE SOOKHAI

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B.A. (Hons.)

#51 Anoop Street, Spring Village, Valsayn



SUMMARY

Industrious and diligent Administrative Associate with over 3 years of experience providing high-level support to senior executives. Aiming to leverage acquired academic knowledge and proven creative thinking, research, and writing skills to contribute effectively to a role that aligns with my skills and interests. Proficient in managing calendars, organizing and handling confidential documents. Possesses exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

The University of the West Indies

Bachelor's Degree in Linguistics and Literature
2017 – 2020

- Relevant coursework: Sociolinguistics, Academic English for Research Purposes, Language, Gender & Sex.
- Academic achievements: recognition and awards for outstanding performance in specific courses.

SKILLS

- Language skills: knowledge of linguistic structures and phonetics
- Editing and proofreading
- Creative writing skills
- Research skills: synthesizing information, gathering and analyzing data
- Analytical skills: critical thinking, problem-solving, attention to detail
- Communication skills: excellent verbal and written communication, experience in public speaking and teaching
- Computer skills: proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Adaptability and organization
- Interpersonal skills
- Cultural awareness

REFERENCES

Available upon request.

PROFESSIONAL EXPERIENCE

Administrative Assistant and Executive Secretary

Councillor Office of St. Augustine South/Piarco/St.Helena (Ministry of Labour On-The-Job Programme) | 2022-2024

- Maintained and organized burgess/client records and databases.
- Managed incoming calls, emails and correspondence.
- Prepared and proofread media releases as well as letters to respective government agencies.
- Handled confidential information and documents with discretion and maintained their proper organization.
- Enhanced burgess/client satisfaction through prompt response to inquiries, resulting in a 15% increase in positive feedback.
- Implemented a paperless filing system, reducing document retrieval time by 30%.

Assistant Academic Writer and Part Time Teacher

Taylor's Private Academy | 2021-2022

- Assisted in academic content development, including essays and lesson plans.
- Provided academic support through tutoring and classroom instruction.
- Conducted research and gathered resources for educational projects.
- Collaborated with senior academic staff to create engaging educational materials, resulting in a 10% increase in student engagement.
- Improved student performance through personalized tutoring sessions, achieving a 15% average grade improvement.
- Successfully completed lesson plans within specified deadlines.