

BERNICE ANTOINE

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 1-868-705-3198

WORK EXPERIENCE

MARKETING & COMMUNICATION INTERN

Aegis Business Solutions Ltd. | August 2020 - July 2021

- Managed and wrote content for social media channels (Facebook & LinkedIn)
- Managed customer database, CRM & Interviewed Managers and produced articles
- Conducted Market Research to inform social media content
- Created surveys for customer feedback & employee engagement on Survey Monkey
- Supported Email Marketing Campaign via Constant Contact & uploaded content on WordPress
- Assisted cross functional department on change project to enhance staff well-being

ADMINISTRATIVE ASSISTANT

Girl Guides Association of Trinidad and Tobago | July 2018 - August 2018

- Conducted minutes for meetings
- Organised & scheduled meetings and conference calls
- Maintained all hard copy & electronic filing systems
- Printed, filed, photocopied and formatted documents, correspondence, reports and presentations for commissioners
- Manage petty cash vouchers, as assigned
- Submit weekly status reports as required

VOLUNTEER EXPERIENCE

FEMALE CO-CHAIR

Youth Advisory Group of the UNFPA (March 2021 -

- Act as the group's leading representative for national & regional consultations
- Ensure effective and constructive communication between young persons and the UNFPA through chairing meetings.
- Assess and improve the board's performance

DIRECTOR OF POLICY & DIRECTOR

The Willow Foundation (January 2021-

- Chair policy and Advocacy committee
- Plan & implement advocacy campaigns around national topics
- Collaborate with other directors for the successful execution of projects

OPERATIONS OFFICER

Trinidad and Tobago Youth Advocacy Network (June 2021-

- Assess and update current procedures policies to reflect recent developments in Trinidad and Tobago.
- Undergoes monthly progress checks, overseeing, budget review and recommendations to the TTYAN's committees.
- Oversees the TTYAN's committees, inclusive of: Gender Based Violence, Mental Health, Human Rights, Charities, Environmental & Social Activity

PROJECT OFFICER

Trinidad and Tobago Youth Ambassadors (2020 - 2022)

CSEC MATH TUTOR

EnToTo (2021)

YOUTH PARLIAMENTARIAN

Caribbean Women in Leadership (March 2020)

Trinidad and Tobago Children's Court (2018-2020)

Trained in conflict resolution

PREVIOUS ROLES

**Deputy President in Junior Achievers| BAHs Young Leader | School Prefect
Vice House Captain | Deputy Programmer - Carifesta Envision Youth Village**

EDUCATION

CAPE

Bishop Anstey High School (2018 - 2020)

 Ranked 10th on the Caribbean Regional Merit List for Applied Mathematics U2

- Pure Mathematics U1- 1 (AAA)
- Pure Mathematics U2 1 (AAA)
- Applied Mathematics U1- 1 (AAA)
- Applied Mathematics U2 - 1 (AAA)
- Communication Studies- 1 (AAA)
- Physics U1- 1 (AAA)
- Physics U2 1 (AAA)
- Chemistry U1 - 2 (ACA)
- Chemistry U2 - 1 (AAA)
- Caribbean Studies- 2 (ABC)

CXC

Bishop Anstey High School (2013 - 2018)

 Recipient of Model Best Family Award for overall performance at CXC

- Mathematics - 1 (AAA)
- Additional Mathematics -1 (AAA)
- English A - 1 (AAA)
- Literature - 1 (AAA)
- Spanish - 1 (AAAB)
- Principle of Business - 1 (AAA)
- Biology- 1 (AAA)
- Chemistry - 1 (AAA)
- Physics - 1 (AAA)

Social Entrepreneurship (2020) - Amala Education

Understanding Financial Statements & Local Taxation (2020)

Synergy Training Institute

Theoretical and Practical training in the principles and tools of Project Management (December 2021) - Project Management Institute SCC.

USAID

Caribbean Youth Advocacy (2020)

YBTT

Youth Business Trinidad and Tobago Jumpstart Training (June 2021)

UDEMY

The Complete Communication Skills Master Class for Life (Completion July 2021)

SKILLS



Leadership



Emotional Intelligence



Innovativity



Work Ethic



Proposal Writing



Social Media Marketing



Organization & Time Management



System Management

REFERENCES

Captain Angela Simone

Training Commissioner

Girl Guides Association of Trinidad and Tobago

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