

PROFILE: A highly motivated, dedicated, and experienced individual who works well under pressure. Experienced in coordinating work between individuals who are located internationally. I possess excellent administrative skills and I am proficient in the use of computer programs. I am highly experienced in dealing with external high-level customers, Attorneys, and members of the Judiciary. My attention to detail and friendly, professional manner have assisted in my ability to develop work relationships (clients) internally and externally.

EDUCATION

BPP University

Bar Training Course
September 2020 to August 2021

University of Central Lancashire

2018-2020
Graduate Diploma in Law
Commendation

Sir Arthur Lewis Community College- 1997-1999

Subjects Attained- Cambridge A Level:

- Sociology
- History
- English Literature
- General Paper

St. Joseph's Convent -1992-1997

Subjects attained:

- Mathematics
- English Literature
- Social Studies
- French
- Spanish
- English Language
- Biology
- History
- SALCC-Part Time course – Introduction to Financial Accounting
- NRDF-Human Resource Supervision
- National Center for State Courts- Fundamentals of Court Administration -October 2002

PROFESSIONAL MEMBERSHIP: Middle Temple Inn
Student Member- Chartered Institute of Arbitrators

WORK EXPERIENCE

Eastern Caribbean Supreme Court
1/9/2000-Present

POSITION Receptionist, Case Manager I, Case Manager II

RESPONSIBILITIES: Supervision of the Court of Appeal Registry
Drafting of Certificates of Result of Appeal, Directions and Orders of the Court of Appeal
Preparation of Notices of Hearing to Litigants and Attorneys
Attend Court sittings as Clerk of Court
Generating electronic reports and performance appraisals of staff in consultation with the Deputy Chief Registrar
Monitoring all appeal matters filed at the court offices to ensure compliance with the rules of the Court
Analysis of complex court documents for compliance with rules of Court

SKILLS: Customer Service
Teamwork,
Leadership,
Attention to detail,
Meeting deadlines, Working under pressure,
Problem solving, Ability to form long-term professional relationships
Written and verbal communication skills
Public speaking presentation skills
Self -Motivated/ Ability to work with little or no supervision

REFERENCES: His Lordship, The Hon. Denys Barrow, SC
Judge of the Caribbean Court of Justice
Port of Spain, Trinidad and Tobago

His Lordship, The Hon. Davidson Baptiste
Court of Appeal Judge, Eastern Caribbean Supreme Court
Castries Saint Lucia