

# HADIYA HASSAN

I ALWAYS GIVE 100 PERCENT . I LOVE NEW CHALLENGES.

## EXPERIENCE

### **TTT Limited**

Freelanced Technical Television Operator

2015- 2021

- CG Operator
- Camera Operator
- VTR Playback Control Operator
- Teleprompter Operator

### **TTT Limited**

Journalist Intern

April 2019 - May 2019

- Wrote copy stories for newscast from press releases and statements
- Compiled packaged stories for newscast from events covered
- Wrote news scripts for Radio News updates
- Trained in ENPS Software

### **The Social Justice Foundation**

Videographer, Senior Trainer, Project Manager, Administrative Assistant

2012 - 2014

#### **ADMINISTRATIVE DUTIES:**

- Created letters, reports, forms, tables, contact lists and a variety of documents for organization of projects
- Generated minutes for meetings
- Coordinated logistics and travel arrangements for training sessions
- Filed documents
- Generated letters and correspondences
- Scheduled meetings and communicated with clients and potential clients
- Conducted follow-up action regularly

## CONTACT

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 hadiyahassan101@gmail.com

 LP35 Brasso Seco Rd  
La Canoa Rd  
Lower Santa Cruz

## EDUCATION

2019

**College of Science, Technology and Applied Arts of Trinidad and Tobago - COSTAATT**

**AAS Journalism and Public Relations**

*\*\*awaiting certificate from institute*

2014

**YTEPP Retraining Course**

**CVQ LEVEL 1**

Television and Video Production

2014 - 2015

**YTEPP Retraining Course**

**CVQ LEVEL 2**

Editing and Advanced Camera Operations



# HADIYA HASSAN

I STRIVE TO BE THE BEST IN WHATEVER I DO.

## EXPERIENCE

### **The Social Justice Foundation**

Videographer, Senior Trainer, Project Assistant, Administrative Assistant

2012-2014

#### PROJECT ASSISTANT AND SENIOR TRAINER DUTIES:

- Drafting budget for projects
- Writing project proposals
- Developing and implementing target matrices for monitoring and evaluation of projects
- Liaising with donors such as United Way and UNDP
- Creating training modules, schedules and lesson plans for students
- Writing reports for completion of projects
- Training beneficiaries in video production and life skills

## ACHIEVEMENTS

- Feature Speaker and panellist at the iGovTT ICT Symposium on the ICT and Youth panel 2012
- Co-scriptwriter for the short film "Glorious Childhood Games" directed by Nicholas Seepersad – Trinidad and Tobago Film Festival 2013
- Script supervisor for the short film "A Boy's Choice" directed by Juliette McCawley – Trinidad and Tobago Film Festival 2014
- Script supervisor for the 2018 Trinidad and Tobago Film festival Official Selection "Home Invasion"

## SKILLS AND ABILITIES

- Typing speed of over 45 wpm
- Proficient in Microsoft Word, PowerPoint, Excel and Outlook
- Excellent oral, verbal and written communication skills
- Proficient in use of personal computers and office equipment
- Work well in groups and individually
- Capable of multitasking and working under pressure
- Capable of working with little to no supervision

2010

### **ASJA Girls' College, Tunapuna**

- MATHEMATICS - III
- ENGLISH LANGUAGE - I
- ENGLISH LITERATURE - I
- BIOLOGY - III
- SPANISH - II
- GEOGRAPHY - II
- PHYSICS - III
- CHEMISTRY - III



## REFERENCES

### **Mr Finbar Rochford**

Trinidad and Tobago Police Service

Leroy Calliste Circular, La Horquette Gardens, Arima

+1 868 772 0184

### **Ms Janine Browne**

News Editor, Trinidad & Tobago Radio Network

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Lisas Gardens Couva

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## HOBBIES

- Jewelry making
- Reading
- Calligraphy
- Creative Writing
- Scriptwriting
- Drawing
- Cooking