

HADIYA HASSAN

I ALWAYS GIVE 100 PERCENT . I LOVE NEW CHALLENGES.

EXPERIENCE

TTT Limited

2015- 2021

Freelanced Technical Television Operator

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

TTT Limited

April 2019 - May 2019

Journalist Intern

- 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

2012 - 2014

Videographer, Senior Trainer, Project Manager, Administrative Assistant

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

+1 868 275 7501

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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

2012-2014

Videographer, Senior Trainer, Project Assistant, Administrative Assistant

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
Horquetta 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