

# NICKISHA ALEXANDER

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## PROFILE

<https://ministories.journoportfolio.com/>  
<https://nickishaalexander.wixsite.com/nickiconsulting>

*My passion is writing and communications. I hold a Bachelor's degree in Mass Communications and an Associate degree in Journalism and Public Relations. With a background in Graphic Design and a flair for events and administration, I have no problem fitting into most organizations.*

## SKILLS

- Strong Communicator & writer
- Editing for style
- Proofreading/grammar checking
- Research & fact-checking
- Content Curation
- Project Management
- Desktop Publishing
- Developing Proposals & Presentations
- Strong Team Leadership Skills
- MS Office (Word, PowerPoint, Excel)
- Wordpress
- Blogger
- Asana
- Buffer
- Canva

## EXPERIENCE

### PALM ERA

**JUN. 2021 - PRESENT**

*Copywriter/Community Manager*

- ✦ Write copy for social media marketing that combines traditional and new media with emerging technologies to help clients communicate with their target demographics
- ✦ Proofread translated documents and delivered edited multiple documents on time
- ✦ Improved SEO effectiveness and content quality of articles for company website through writing and editing blog posts, articles and newsletters
- ✦ Jointly managed marketing efforts for clients invented creative ways to market their services to diverse populations
- ✦ Increased social media following and brand awareness through online engagement.

### PANTHEON BUSINESS SERVICES (NICKI CONSULTING)

**FEB. 2018 – JUN. 2021**

*Principal Consultant*

- ✦ **Administrative and Social Media Management Consultant.** I help Small Business owners accomplish administrative and Social Media Marketing tasks.
- ✦ **Proofreading, Layout and Editing.** Any project big or small, I can take the headache away and get projects back on track.

### GHRIS

**NOV. 2016- NOV. 2017**

*Clerical Relief Staff*

- ✦ A temporary administrative position within the Ministry of National Security as part of the Public Service Relief Programme.
- ✦ Operated in both HR & Accounting departments.

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### ANGLICAN DIOCESAN OFFICE

**MAY 2013- MAR. 2016**

*Anglican Outlook Coordinator*

- ✦ Wrote and edited stories according to the newspaper's style.
- ✦ Prepared scripts and editorials for publication.
- ✦ Liaised with Advertisers and Ad agencies to secure Ads and spaces.
- ✦ Liaised with Layout personnel and create scheduling documents.
- ✦ Production of the monthly news publication.
- ✦ Creation of Graphics for internal & external usage.
- ✦ Coordination of talent & resources for radio and television programmes.
- ✦ Prepared statements for publication in local media.

### MINISTRY OF WORKS & INFRASTRUCTURE

**DEC. 2009- MAY 2013**

*Data Processing Officer*

- ✦ Collected & utilized sensitive & confidential information.
- ✦ Maintained the integrity & accuracy of information entered in the database.
- ✦ Analyzed & solved information gathering, processing & retrieval problems.
- ✦ Verified & updated information. Created & modified documents & reports.

### HCL / ONE WOODBROOK PLACE

**OCT. 2008- NOV. 2009**

*Administrative Officer (HR & HSE dept)*

- ✦ Created & maintained a filing system. Created & maintained employee punctuality & absenteeism reports.
- ✦ Facilitated orientation & ID process for new employees & sub-contractors.

### HEALTH & ENVIRONMENTAL SOLUTIONS

**July 2007- Nov 2007**

*Research & Development Officer*

### RBTT BANK LIMITED

**Aug 2004-June 2007**

*Verification & New Projects Officer*

## EDUCATION

College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) **2016**  
**- BA Mass Communication.**

College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) **2014**  
**- Associate in Applied Science degree in Journalism and Public Relations.**

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### **VOLUNTEERISM**

- ✦ Communication Officer of The Lydian Singers
- ✦ Partner Management & PR / Marketing Team, NEW FIRE Festival 2019
- ✦ NGC Bocas Lit Fest 2019 - Room Manager
- ✦ Team Member for International Women's Week with Women.Everywhere 2019
- ✦ Media Support Coordinator - New World Film Centre (trinidad+tobago film festival) 2018
- ✦ Tour Guide – Stollmeyer's Castle(Castle Killarney) 2018
- ✦ Marketing Assistant – KIND
- ✦ Author/ Event Coordinator - NGC Bocas Lit Fest 2018
- ✦ Partner Management Team, NEW FIRE Festival 2018

### **CERTIFICATES AND ASSOCIATIONS**

- ✦ Basic Photography Course – CAMSEL 2015
- ✦ Freelance Writer – Guardian WOW magazine (2015)
- ✦ Freelance Radio Field Correspondent – Isaac 98.9 (2015)
- ✦ C.E.A. (Certified Executive Assistant) Institute of Training and Development (INTAD) - Aug. 2012
- ✦ Contributing Editor – R.A.S.H. Magazine.
- ✦ Volunteer Listener at Child Hotline (2005- 2014)