PETAL SMART

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| Education |  | **University of the West Indies- School of Veterinary Medicine, Trinidad** *Doctor of Veterinary Medicine (DVM-Honours), 2008–2013.* Coursework included communication skills for health professions, neuroscience, physiology, biochemistry, pharmacology and therapeutics, toxicology, clinical and general pathology, microbiology, molecular biology, research methodology, veterinary medicine and surgery, theriogenology, epidemiology, and public health.**Van Hall Larenstein University of Applied Sciences, the Netherlands** *Bachelor of Science (BSc-Honours) Animal Husbandry-Equine Management; 2003–2005.* Coursework included genetics and reproduction, nutrition, healthcare management, marketing and market research, project and event management.**Writtle College, Chelmsford, Essex, UK** inpartnership with theUniversity of Essex, UK *International exchange student, Sept. 2003–Jan. 2004.* Coursework included behavior and physiology.**Andrews University,** Berrien Springs, Michigan, USA- extension campus University of the Southern Caribbean, Maracas, Trinidad; 2 years towards- *BSc. Biology*, 1994. Coursework included developmental and general biology, general and organic chemistry, ecology, and ornithology. |
| Work experience |  | **Independent Academic Editor** ‐ *June 2015–present.* * Editing services to international clients. Since 2015, I have edited papers in the life, biomedical, and veterinary sciences, comprising more than 1,000,000 words (over 200 manuscripts), and meticulously formatted manuscripts, manuals, and other documents according to various styles, using MS Word (Track Changes), PDF Annotator, and Texmaker software.
* Review of previously edited manuscripts for quality assurance, prior to publication.

**Republic Bank Limited, Port of Spain, Trinidad** - *Internal Audit and Accounts, 1996–2003.* * Audited computer reports against original forms to ensure accuracy.
* Produced first procedural manual for Internal Audit Department of Republic Finance and Merchant Bank Ltd., Port of Spain, Trinidad.
* Adapted to different roles at short notice, maintaining production levels and managing different priorities simultaneously.

**First Citizens Bank, San Juan, Trinidad** - *Reconciliation / Transaction Verification Officer (Ag.) 2006–2008.** Verified retail banking and automated teller machine transactions from various branches, for accuracy and compliance with established systems and procedures.
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| Veterinary Experience |  | * **Animal Shelter,** Trinidad & Tobago- *Veterinary Surgeon - Sep. 2014*. Supervised a staff of four.
* **Equine Medical Center of Ocala,** Fl, USA- *Veterinary Extern, Equine Medicine, 2013.*
* **Dubai Equine Hospital,** Dubai, United Arab Emirates- *Extern, Veterinary Medicine and Surgery, 2012.*
* **Cunupia Veterinary Clinic,** trinidad-*Extern, Companion Animal Medicine and Surgery, July 2011.*
* **Private Practice & State Veterinarians**- USA and Trinidad & Tobago- *Ambulatory Veterinary Extern, 2010 – 2013.*
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| Project/ event management experience |  | **Strides Therapeutic Riding Centers, Ca, USA**-*Intern, Therapeutic Riding Instruction, Jul–Oct, 2004.* Designed therapeutic riding sessions for clients with physical, emotional, and mental disabilities. Reported directly to Program Director.**Larenstein Equine Event Agency, Deventer, Netherlands***Sponsorship Coordinator, Public Relations Organizing Committee, Mar–Jun, 2004.** Coordinated and solicited sponsors for the ‘Nationale Scholen Concours’ (National Schools Competition) at KNHS Centre, Ermelo, Netherlands- an event that attracted the enrolment of more than a dozen Dutch Equestrian Colleges.
* Developed and maintained database of sponsors and progress reports.
* Negotiated the single largest income generating full-page advertisement in the program brochure.
* Worked as part of a team of 10 persons in a multicultural setting.
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| Skills & abilities |  | * Languages – native English, intermediate French, basic Dutch and Spanish.
* Interpersonal communication skills with internal and external clients at various levels and from diverse backgrounds.
* Experienced working on teams, as well as independently, with similar efficacy.
* Skills of supervision, prioritization, organization, confidentiality, and adaptability.
* Travel - Belgium, Germany, Netherlands, St. Maarten, Dubai-UAE, United Kingdom, United States of America, Venezuela.
* Computer Literacy - Proficient in the Microsoft Office Suite of products: MS Word, PowerPoint, Excel, Access, Outlook, Publisher, and Front Page; PDF Annotator; Texmaker
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| Continuing Education  |  | * Continuing professional education on various scientific, clinical, and health topics, including courses in One Health and emerging infectious diseases such as Zika, 2013 - present.
* Diploma - Medical Office Assistant, Penn Foster Career School, PA, USA, 2001. Coursework included medical terminology.
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| MEMBERSHIPs |  | * European Association of Science Editors
* Editorial Freelancers Association
* International Association of Veterinary Editors
* Veterinary Surgeons Registration Board of Trinidad & Tobago
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