

DIONE N. PRATT

RECENT ACTIVITIES

*April 2017 – Present The Bahamas Constitution Party (BCP)/The Josiah
Institute for Public Policy & Leadership (JI) Nassau*

Secretary to the Board (BCP) and Vice President / Provost (JI)
(Non-Remunerated Posts)

- Oversee final draft of all official documents for BCP
- Work closely with leadership of BCP to facilitate projects
- Oversee all agreements undertaken by JI with other institutions
- Assist with overall curriculum preparation for JI along with other academic matters

June 2010 – Feb. 2018 The Bahamas Crisis Centre Nassau

Volunteer

- Assist with 24 Hr. Hotline and administration as needed.
- Make presentations to high schools for Centre initiatives
- Represent Centre at various independent Training Sessions

Nov. 2016 - April 2017 Pan American Development Foundation Nassau

Project Assistant

- Helped to implement the Women's Initiative for Non-Violence and Development (WIND) Program in New Providence and the Family Islands by facilitating workshops, delivering lectures to schools and assisting with the launch of a request for proposals (RFP)

EMPLOYMENT

Sept. 2015 – Jan. 2016 The Crisis Centre Nassau

Office Assistant/Volunteer

- Prepared documents as needed by Centre
- Print and file communications
- Made copies of Centre information booklets for Centre speakers
- Prepare documents for exhibition

Oct. 2008 – April 2010 Dept. Social Services Nassau

Special Projects Officer

- Interviewed applicants for Departmental assistance
- Conducted home visits to determine additional client needs
- Prepared client Social History Reports (SHRs)
- Intervened on clients' behalf when authorized by supervisors

EDUCATION

May 2007-Oct. 2007 Oasis Springs Refreshing Water Cat Isl.

Manager

- Maintained product quality through daily lab testings
- Directed plant staff for sales quota
- Performed daily inventories of product and supplies
- Issued bills and collected outstanding receivables

2001- 2007 The Department of Education Nassau

Teacher

(Computer and Business Studies, including Accounts, Office Procedures, Commerce)

- Organized first sitting of Pitman Word processing at GHS and Doris Johnson and introduced A+ computer technician course to Doris Johnson
- Prepared students for the BGCSE exams in Commerce, Office Procedures and Accounts at S.C. Bootle High School

March 2001- July 2001 MedDentCo. Nassau

Assistant Manager

- Organized presentations for sales staff
- Planned marketing strategies

Aug. 1998 – Aug. 1999 Barclay's RPC Nassau

Computer Operator

- Processed and printed reports for Caribbean and Bahamian banks
- Routinely performed maintenance tasks for ATMs
- Performed Help Desk service for Caribbean and Bahamian branches

1991-1997 C. R. Walker Secondary School Nassau

Teacher

(Social Studies, including History and Geography of the Bahamas)

- Designed schemes of work and lesson plans for classes
- Created learning center for classroom
- Prepared teaching aids (posters, presentations, models)
- Teamed with others to prepare revised Social Studies curriculum in 1994
- Prepared students for the BJC Social Studies and BGCSE History

1985-1987 The College of the Bahamas Nassau

Associate of the Arts/ Psychology

1988-1991 McGill University Montreal, Quebec

Bachelor's / Psychology

SKILLS	1997-1998	<i>The College of the Bahamas</i>	Nassau
	Associate of the Arts / Marketing and Management <i>(Incomplete)</i>		
ACHIEVEMENTS & ACTIVITIES	1999-2000	<i>The University of the West Indies</i>	Nassau
	Diploma / Hotel Management <i>(Incomplete)</i>		
ACHIEVEMENTS & ACTIVITIES	2001-2005	<i>COL / University of Technology</i>	Nassau/Jamaica
	Special Diploma / Education <i>(Certification for technology teachers)</i>		
ACHIEVEMENTS & ACTIVITIES	2010-2011	<i>Galilee College</i>	Nassau
	Associate's / Accounting & CPA Exam Preparation <i>(Incomplete)</i>		
ACHIEVEMENTS & ACTIVITIES	September 2018	<i>University of the People Online</i>	
	Master of Business Administration		

ACHIEVEMENTS & ACTIVITIES	<ul style="list-style-type: none"> ▪ <i>Leadership/Management</i> – Completed Stages I, II, III of Leadership Courses at Bahamas Christian Fellowship Center ▪ <i>Computer</i> – IC³ Authorized Instructor, able to teach all Microsoft Office applications along with introductory technical topics. ▪ <i>Languages</i> – French and Spanish ▪ <i>English</i> – Completed Advance English course at The College of the Bahamas ▪ <i>Athletics</i> – IAAF Certified Level I Track and Field coach 		

ACHIEVEMENTS & ACTIVITIES	<ul style="list-style-type: none"> ▪ Commended for High Performance by Ministry of Education in 1994 and 1996. Student received highest grade at BJC Social Studies in 1996. ▪ Organized first sitting of Pitman Examination at Government High and Doris Johnson High Schools; Began first Computer Technician (A+) class at Doris Johnson. ▪ Recognized for contribution to The Governor General's Youth Award Program, Abaco: Beach cleanup. ▪ Instrumental in development of Eastern Foreshore Project through Dept. of Environmental Health. ▪ A Ministry of Education and Lyford Cay Scholarship recipient. ▪ Presenter/Trainer with Ministry of Education's Computer Literacy Training for Teachers. ▪ Volunteer and counselor-in-training with The Bahamas Crisis Center. 		

References available upon request