KYLAH W. A. ODLUM

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(758) 723-1784
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EXPERIENCE

Soufriere Comprehensive Secondary School, Cresland**,** Soufriere
_ ***Teacher***
January 2025- Present

- Develop and deliver engaging lesson plans that align with curriculum standards.
- Evaluate student progress through tests, assignments, and class participation.
- Maintain a positive and disciplined learning environment.
- Curriculum Development – Adapt teaching methods to meet the diverse needs of students.
- Encourage active participation and foster a love for learning.
- Provide extra help to students who need academic assistance.
- Collaborate with parents/guardians to support student development.
- Maintain accurate records of student attendance, grades, and performance.
- Stay updated with teaching strategies and educational trends.
- Organize or participate in school events, clubs, or field trips.

Brickstone Law, Suite 1, 1st Floor, Place Creole Building, Rodney Bay, Gros Islet.
— ***Legal Executive Assistant***

March 2023 - December 2024

- Prepared and drafted legal documents, including pleadings, motions, subpoenas, and discovery requests.

- Managed attorney schedules, including coordinating meetings, court appearances, and client consultations.

- Conducted legal research and compiled information for case preparation.

- Maintained and organized client files, ensuring confidentiality and compliance with legal protocols.

- Communicated with clients, courts, and other legal professionals to facilitate case progression.

- Assisted in billing and invoicing processes, ensuring accuracy and timeliness.

- Handled administrative tasks such as answering phones, filing, and managing correspondence.

SKILLS

Expert oral, written communication and presentation skills.

Intermediate computer literacy skills.

Ability to manage time, meet deadlines and remain calm under pressure.

Expert leadership and management skills.

Intellectually acute, visionary and innovative.

Ability to effectively develop and maintain working relationships with management, colleagues and members of the public.

CERTIFICATES

Project Management

Math in Finance

Human Resource Management

- Supported attorneys in trial preparation, including organizing exhibits and evidence.

Gordon, Gordon & Co., #10 Manoel Street, Castries
—**Paralegal Assistant**

MONTH 2018 - March 2023

- Prepared and drafted legal documents, including pleadings, motions, subpoenas, and discovery requests.

- Managed attorney schedules, including coordinating meetings, court appearances, and client consultations.

- Conducted legal research and compiled information for case preparation.

- Maintained and organized client files, ensuring confidentiality and compliance with legal protocols.

- Communicated with clients, courts, and other legal professionals to facilitate case progression.

- Assisted in billing and invoicing processes, ensuring accuracy and timeliness.

- Handled administrative tasks such as answering phones, filing, and managing correspondence.

- Supported attorneys in trial preparation, including organizing exhibits and evidence.

EDUCATION

University of the West Indies Global Campus
— *Bachelor of Science-Social Science with First Class Honours*

September 2019 - September 2023

Sir Arthur Lewis Community College, Morne Fortune, Castries
— CAPE Diploma

September 2016 - June 2018

Sociology, Law, Literatures in English, Caribbean Studies and Communication Studies.

Choiseul Secondary School, La Fargue, Choiseul
— CSEC Certificate

September 2011-June 2016

English A, Mathematics, English B, Physics, Chemistry, Biology, EDPM and Spanish.

PRACTICUM EXPERIENCE

Division of Human Services — *Practicum Student (160 Hours)*
[October 2021- December 2021]

- Assisted in case management and service coordination for clients.

- Conducted home visits and assessments to evaluate client needs.

- Developed and implemented intervention plans.

Upton Garden Girls' Center — *Practicum Student (160 Hours)*
[March 2022- April 2022]

- Provided support and counseling to at-risk girls.
- Facilitated group activities and educational workshops.
- Assisted in the development of individual care plans.

Women's Support Center — *Practicum Student (320 Hours)*
[November 2022- April 2023]

- Supported women and children experiencing domestic violence.
- Participated in crisis intervention and safety planning.
- Assisted with administrative tasks and client documentation.

COMMUNITY INVOLVEMENT

Laborie Steel Pan Project
Member (14 years)
[2010 – 2024]

Saint Lucia Planned Parenthood Association
Assistant Secretary
[2022 – 2024]

National Social Work Association
Member
[2022 – Present]

Laborie Youth and Sports Council
Public Relations Officer
[2021 – 2023]