

KATRINA HYACINTH

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CAREER OBJECTIVE: A career in public relations management

COMPETENCIES:

- **Managing** budgets, projects, and offices
- **Communicating** with all levels of management and subordinates
- **Scheduling** tradeshows, conferences, and meetings
- **Analyzing** and conducting Internet research for effective problems solving
- **Preparing** internal and external correspondence for both management and general population

ACHIEVEMENTS:

- Supervised Distressed Investing Fund in global investment firm with \$81.1Billion under management
- Managed an annual operating budget of US \$1Million with reported activity
- Established 3 to 7 new companies leading to the creation of 200 to 800 new jobs annually in Barbados
- Met annual budgets for creating these jobs from IT, Financial Services, Insurance, and Manufacturing
- Interacted with Barbadian ministers or their offices in Barbados
- Developed an Intranet to facilitate access to routine inquiries
- Researched Information Technology trends for BIDC
- Coordinated monthly and annual domestic and international travel for Director at BIDC
- Organized a total of two conference activities and six tradeshows a year at BIDC
- Assisted Educational Director in analyzing Peer Review Cases for Quality Improvement Initiatives

PROFESSIONAL EXPERIENCE:

THE CARLYLE GROUP, Washington, DC - Assistant to Managing Director/Partner, 2006 – Present

SUNY DOWNSTATE MEDICAL CENTER, Brooklyn, NY - Intern, TH Staff Assistant (State Title),
June – December 2005

BARBADOS IDC, INTERNATIONAL BUSINESS DIVISION, Bridgetown, Barbados - Executive Assistant,
1990 – 2005

EDUCATION:

LONG ISLAND UNIVERSITY, Brooklyn, NY

Master of Public Administration Degree, 2005 (GPA: 3.81/4.0)

Thesis for Master's Degree: *An Evaluation of a Drug and Substance Abuse Program for Grades K-8 in a New York City School District*

AUDREY COHEN COLLEGE (now METROPOLITAN COLLEGE OF NEW YORK), New York, NY

Bachelor of Business Administration Degree (2002) (GPA: 3.75/4.0)

AWARDS AND HONORS:

Long Island University – **Excellence in Health Administration**

Audrey Cohen College – **Who's Who Among Students, Dean's List, and Presidential Scholarship**

HONOR SOCIETIES:

Phi Alpha Alpha

Sigma Beta Delta

PROFESSIONAL SOCIETIES:

American College of Healthcare Executives

American Society for Public Administrators

REFERENCES FURNISHED ON REQUEST