

**Niketa Isles**

Shadwell Estate, Basseterre, St. Kitts

869-662-5597

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**OBJECTIVE:**

To continue advancing in educational leadership by serving as a High School Principal and, ultimately, Permanent Secretary in the Ministry of Education in St. Kitts and Nevis. I am committed to fostering academic excellence, strengthening school administration, developing effective educational policies, and creating positive learning environments that support student success and institutional growth.

**EDUCATION:**

**Monroe College, Bronx, NY**

Bachelor's degree in business management, expected end date (December 2026)

**Clarence Fitzroy Bryant College Basseterre, St. Kitts**

Associate's degree in business management (2009)

Associate's degree in Secondary Teacher Education (2015)

**Washington Archibald High School**

High School Diploma (July 2007)

**EXPERIENCE:**

**Present Employer:** Ministry of Education- Charles E Mills Secondary School, St. Kitts-Nevis (September 2010 to present)

**Job Title/ Position**

**Secondary School Teacher at the Charles E Mills Secondary School**

- Prepare and teach students in the subject areas of Principles of Business, Principles of Accounts.
- Plan and execute fundraising activities to cover the expenses of the Track and Field Team.
- Oversee students' behavior and well-being as the Block Supervisor for form 5.
- Manage the affairs of the Track and Field Team and the school as part of the Management Team,
- Lead the school's Timetable Management (TimeMac) Team.
- Coordinate timetable revisions and scheduling adjustments throughout the academic year.

**ORGANIZATIONS/CLUB:**

- Girl guides Company St. Kitts, Newtown, Basseterre, St. Kitts (September 2004 – Present)
- Coach and Secretary of the Etonics Track Club, Sandy Point, St. Anne, St. Kitts (September 2022 – Present)
- Assistant General Secretary of St. Nevis Athletics Association (SKN Athletics), September 2024 – Present)

**LANGUAGE SKILLS:**

- Fluent in English Language

**COMPUTER SKILLS:**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Educational Data Analysis and Reporting
- Basic Knowledge of Computer Programming and Coding