

# ADELITA CARRILLO

396 Clifton Betson Street, Belama 2,  
Belize City BELIZE

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**OBJECTIVE:** To secure a responsible career opportunity to fully utilize my skills and ability, while making a significant contribution to your company.

## EDUCATION

### 2023-PRESENT

**BACHELOR'S DEGREE**, UNIVERSITY OF BELIZE

Business Administration with a Major in Management

### 2018-2020

**ASSOCIATES DEGREE**, ST JOHN'S COLLEGE JUNIOR COLLEGE

Business Administration with a Major in Accounting

Dean's list Student

### 2014-2018

**HIGH SCHOOL DIPLOMA**, PALLOTTI HIGH SCHOOL

Valedictorian of the Class of 2018

4 years honor student

Member of the Student Council

Certified Peer Helper

10 CXC Passes

## EXPERIENCE

### NOVEMBER 2021– PRESENT

**ADMINISTRATIVE & CUSTOMER SERVICE OFFICER &** ATLANTIC BANK LTD.

### JULY 2021– OCTOBER 2021

**TEMPORARY LINKING CLERK**, SOCIAL SECURITY BOARD

Receive calls daily for customer care assistance

Call customers daily to activate their online portal accounts

Create a linking report daily

Assistant receptionist

### SEP 2020 – JULY 2021

**ACCOUNTS CLERK/INVOICING CLERK**, DIVERSA TRADING BELIZE LIMITED

Utilizing the QuickBooks Software daily

Weekly Inventory Count

Create Sales Orders and Invoices

Cashier  
Daily petty cash report  
Creating large amounts of Airway bills  
Creating daily Delivery logs  
Monitoring and processing backorders  
Accounts Receivable  
Receiving and responding to emails  
Capturing Sales and Inventory Reports  
Assisting with recruitment process  
Creating company flyers for advertisement

**DEC 2019 – JAN 2020**

**INTERN, THE BELIZE BANK LIMITED**

Bulk Capturing in the Channel Management Department

**JUNE 2018– AUGUST 2018**

**OFFICE ASSISTANT, ROMAN CATHOLIC CHANCERY**

Assisted secretary with daily tasks such as, answering the telephone, filing, and welcoming visitors.

## **SKILLS**

- Teamwork skills
- Communication Skills
- Good command of the English and Spanish language
- Time management skills
- Computer literate
- Knowledgeable of the QuickBooks Software

## **REFERENCES:**

*NAME: Mrs. Virginia Gonzalez*

*POSITION: Purchasing Manager*

*ORGANIZATION: Karl Heusner Memorial Hospital*

*TELEPHONE: 6749376*

*NAME: Ms. Laura Manzanero*

*POSITION: Supervisor*

*ORGANIZATION: Social Security*

*TELEPHONE: 6136018*