

Frédeline DESAUGUSTE
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Address: # 50, Puits Blain 17, Delmas 75

Objective: To be an excellent manager who brings his knowledge, his knowledge to the organizations and the Enterprises in order to participate in your advancement.

WORK EXPERIENCE

January 2016 to present: Calvary Chapel "Youth CCPAP" administrative secretary for the past 1 year

Institution: Calvary Chapel of Port-au-Prince
Address: 10 A, Puits-Blain 12, Route de frères, HT 6141

Description:

- Organize and schedule meetings with internal staff and also meetings with staff and church administration.
- Conduct activities, outings, conferences, seminars, trainings and regular meetings for young people.
- Ensure internal and external communication (by phone calls and correspondence)
- Receive calls, requests from youth.
- Ensure the necessary purchases for each type of activity.
- Ensure inventory management and inventory prior to each purchase.
- Control the logistics department of the association, such as equipment purchases, maintenance and conservation.
- Collect the costs of participation of young people and sponsors for each type of activity such as summer camp, outings, parties ... etc.
- Collect pro-formats and purchase invoices to submit a report to the Calvary Chapel Administration after each activity.
- Prepare and submit quarterly and annual reports to the Calvary Chapel administration.
- Prepare budgets (occasional and annual)
- Make the necessary requisitions.
- Write and receive correspondence

August 2010 to June 2017: Teacher of languages (French and Creole)

Institution: United Nations Stabilization Mission in Haiti (MINUSTAH)
Integrated Mission and Training Center (IMTC)

Description: Creole and French courses for foreigners working for MINUSTHA in Haiti

December 2004 To December 2015: Administrative Secretary and Coordinator of all activities

The youth association of the first Baptist Church of Petion-ville (AJPEBPV)

Institution: Youth Association of the 1st Baptist Church of Petion-ville (AJPEBPV) Address: 49, Rigaud street, Petion-Ville

Description

- Manage the internal files and information of the association
- Make the necessary requisitions
- Purchasing
- Plan meetings / meetings
- Plan and organize cultural activities such as: festivals, carnival camps, summer camps, retreats, conferences, workshops, training sessions, sea days, recreational days, Back to School "for children, teenagers and youth ... etc.

January 2009 To March 2009: Administrative Secretary

Institution: les Taïnos College

Address: Berthé, Petion-Ville

Description:

- Administer student records
- Manage the commissary
- Controlling purchases
- Intervene with children in case of need
- Prepare requisitions
- Provide daily and monthly reports
- Administering the Library
- Receive phone calls
- Plan appointments for the Director
- Writing letters
- Type monthly student exams

January 2007 To January 2008: Administrative Secretary and Medical Laboratory Technician

Institution: Clinic of St Jean Baptiste

Address: Center Street, Downtown, Port - au - Prince, opposite the French hospital

Description Of stains:

- Prepare, classify and manage patient records
- Requisitioning of laboratory equipment and medical laboratory solutions regularly.

- Receive phone calls
- Prepare the institution's daily and monthly reports
- Manage the commissary
- Take blood samples and other specimens
- Perform chemical, bacteriological, serological and parasitological examinations.
- Establish the results and record them in the clinic archive

January 2006 To January 2007: Medical laboratory technician - trainee
Institution: The French hospital / Center Street, Port-au-Prince

Description: Do the medical exams

January 2005 To December 2006: Administrative Secretary

Institution: Right Taught Institute

Description

- Manage records
- Receive phone calls
- Writing letters
- Managing the petty cash of the institution
- Place appointments for the Director
- Plan and organize different types of meetings
- Plan cultural activities
- Ensure the management of the stocks and purchases of the Company

UNIVERSITY STUDIES

2007 -2011: Administrative Sciences

University: Institute of Higher Commercial and Economic Studies (IHECE)

Address: John Brown Avenue, Lalue

2003-2004: Medical Technology

School: Institute of Paramedical Sciences of the Caribbean (ISHEPAC)

Address: Christophe Avenue, Downtown

2002-2003: Medical Technology

School: Haiti State University (UEH) / Faculty of Medicine and Pharmacy,
School of Medical Technology (FMP)

Address: Oswald Durand street , Port-au-Prince

2002-2003: French

School: Applied Linguistics

Address: Bois-Verna, Port-au-Prince

OTHER EDUCATION

February 2005 To July 2005: Desktop software (Word, Excel and PowerPoint)
School: Alliance Training Center

2010-2011: Access / Quick books
University: IHECE

DIPLOMAS AND CERTIFICATES OBTAINED

2000-2001: Bacc I

2001-2002: Bacc II

August 2005: Certificate on Desktop Software (Windows, Word, Excel, Power Point)

March 2011: Certificate on the development and presentation of the project

October 2011: Certificate on the introduction to correspondence in the United Nations

2007-2011: Post-graduate diploma in Administrative Sciences

Jan-Jun 2013: Spanish Beginner

Feb-Apr 2014: IMTC software upgrades to MINUSTAH with the ICDL program

SPOKEN, WRITTEN AND READING LANGUAGES

ENGLISH- FRENCH- SPANISH- CREOLE

skills

Able to work as a team / Capable of working under pressure / Be persistent, punctual and flexible / Be Serious, flexible, dynamic and disciplined / Be available and willing to learn / Able to work with rigor and firmness / Have a sense of confidentiality and diplomacy / Have an open mind and creativity / Good listening and communication

REFERENCES

Pasteur Seige Poteau
Pasteur de calvary Chapel / Electronic Engineer
Tel: ((509) 3786 01-87

Mr Jean Rony Alcide
Doctor in Management / Language Teacher
Tel: (509) 3724 38-80

Teddy-Vallery Gilles
Training Officer / Computer Engineer
Tel: (509) 3762 50-67