

Stellis Bermudez

6032 Graduate Crescent
Belize City, Belize
stellis.bermudez@gmail.com

CAREER FOCUS

To obtain a position in a fast paced environment; where my skills and experience will be utilized to their fullest potential.

PROFESSIONAL EXPERIENCE

BONDADOSA LLC

June 2022 – July 2022

YLAI Fellowship Program (Denver, Colorado)

- Reviewed company policies and procedures
- Assisted with routing of deliveries and logistics utilizing a routing software
- Assisted with social media marketing campaign strategy for Business
- Received professional mentorship through 5-week fellowship program

SPEEDNEZ DELIVERY SERVICE

Oct 2019 – Present

Co-Founder/CEO (Part-Time)

- Oversee the day to activities of the business.
- Dispatch delivery jobs to drivers
- Manage books and records of the company
- Communicate with clients and respond to email queries
- Locate potential partnership leads/allies

DEPARTMENT OF BELIZE TAX SERICE (MIN. OF FINANCE)

Tax Officer III

Sept/2015- Present

- Conduct comprehensive audits
- Registering of taxpayers to ensure compliance with the Business Tax & GST Act
- Deregistering of taxpayers
- Close out Audits
- Visibility/ Compliance Visits
- Monitoring of Public Events
- Balancing of Cashiers
- Supervise/Monitoring of Staff
- Approval of International Business Company Business Tax Registrations

BELIZE WATER SERVICES LIMITED, Belize City, Belize

Customer Services Representative – Billing

Sept. /10 – Aug 2015

- Opening, updating, transferring and closing of customer's accounts
- Creating and logging of work orders regarding customer complaints
- Contact customers to arrange payment plans for balances on their accounts
- Preparing disconnection work orders for those accounts with outstanding balances
- Dispatching jobs to Operation personnel to be conducted in the fields
- Scrutinizing monthly water meter readings to identify inconsistencies and create meter test/change and high bill inspections as needed
- Conducting the live billing of customers' accounts
- Preparing hourly reports sent to Management tracking jobs created hourly
- Completing monthly reports to display company's performance
- Preparing billing adjustments on customer accounts

Stellis Bermudez

6032 Graduate Crescent
Belize City, Belize
stellis.bermudez@gmail.com

- Travel to Caye Caulker branch office to conduct Customer Service duties

DEPARTMENT OF COOPERATIVES, Belize City, Belize
Assistant (Summer Job)

Jul/10–Aug/10

- Photocopied documents
- Answering Telephone Calls
- Data Entry

BELIZE BANK LTD, Belize City, Belize
Teller

Jun/09 – Aug/09

- Process customer deposits, withdrawals, cheques etc.
- Open customer accounts
- Balance currency, coins, and checks at the end of the business day
- Prepare customer monthly statements

STATIONERY BOX, Belize City, Belize
Sales Clerk

Jul/07 – Dec/07

- Greet customers and assist them when purchasing items
- Assist customers with photocopying and printing of documents
- Entering merchandise into system
- Pricing merchandise
- Operating and balancing cash register
- Open and close business

EDUCATION & TRAINING

- Bachelor's Degree in Business Science- University of Belize. Belize City
- Associates Degree in Business Science – St. John's Junior College, Belize City
- High School Diploma- Saint Catherine Academy
- Soft Skills Customer Service Procedural Training
- Effective Communication Course- Belize Institute of Learning

HONORS

- Award of Excellence- Caribbean Council CXC 2007
- Corporate Ambassador Award (Belize Water Services Ltd.)
 - Alumni of Young Leaders of the Americas Initiative (YLAI) U.S. Department of State/IREX Program Participant (2022)

REFERENCES

Stellis Bermudez

6032 Graduate Crescent
Belize City, Belize
stellis.bermudez@gmail.com

- Ms. Michelle Brown (Supervisor) 614-0099
- Dr. Wade Smith- 352-322-7829
- Ms. Tameka Juarez- 622-9240