

Marianna Roxburgh

282 Chickland Road Freeport | (C) (868) 266-8513 or (868)787-2564

marianna.roxburgh@gmail.com

OBJECTIVES

To work for an organization or company that challenges me to expand my thinking and allows me to grow and make a positive contribution.

WORK EXPERIENCE

Eco Truffles - #2 Aneisa Street Point Lisas Gardens Couva

E-commerce - Assisted in the management and support of the website and Facebook page, also Posting of engaging content, online sales, seminars , organizing and attending of company events, administrative duties, sourcing of raw materials.

Stoxx Couture - #7 Excellence City Center Port-of-Spain and Upper level Movie town .

Sales clerk , stock room manager

Growing Performance – 46a Mucurapo Road, St. James, Port-of-Spain (HR Administrative Assistant and Officer)

from August 2015 to February 2016

West Shore Medical -239 Western Main Road Port-of-Spain

Administrative duties from June 2015 to July 2015

Guy and Gordon Limited - 87 Ariapita Avenue, Woodbrook

Customer Service (assisted customers and distributed goods) from July 2013 to August 2013 and from July 2014 to August 2014

Trico Industries Limited - Sangster's Hill, Scarborough

Administrative support from July 2012 to August 2012

Facilitated organized record retrieval and access by maintaining filing system for the office

Channel 5 Tobago - 65 to 67 Lambeau Signal Hill Road

Production department - Assisted while learning editing of film and footage. Setup of media equipment and coverage of the Tobago Heritage Festival from July 2012 to August 2012

EDUCATION

University of the West Indies Cave Hill Barbados -

- Computer studies

- Business Management
- Statistics
- Economics(Macro and Macro)
- Sociology
- Social Research

Advanced Proficiency Diploma: August 2013

Sixth Form Government -2 Ethel Street St. James

SUBJECTS: Economics, Communication Studies, Caribbean Studies, Sociology, Business Management, literature, law,

High School Diploma: June 2011

Corpus Christi College - Church Street, Diego Martin

English, Mathematics, Principles of business, Intergrated Science, Human and Social Biology, Food and Nutrition, Social Studies.

VOLNTEER WORK

Hall of Residence Cultural Committee - Committee Chairperson

As Committee Chairperson I had to successfully plan and execute a cultural event for students. I had to apply my skills which included:

Creativity

Resourcefulness

Planning skills

Market research skills

Budgeting skills

OTHER SKILLS

Good communication skills

Result-oriented

Exceptional customer service skills

Organization skills

Good at multi-tasking

INTERESTS

I enjoy utilizing my organizational and multitasking skills as well as taking on new challenges

REFERENCES

EcoTruffles Operations and Office Manager Amanda Williams (381-8425)

Trico Industries Limited Operations Assistant Krystel Edwards - (789-2435 and 639-4457)

High School Teacher Miss Carmelita Akan -Butt - (295-4189)

Human Resources at West Shore Medical - (285-5019 ext. 208)

Human Resource Consultant at Growing Performance – (620-1880)