

Objective -: To be a part of a dynamically growing establishment, whilst contributing to its continued success.

Skills Summary -: General Office Skills, Computer Savvy, Data Entry & Customer Service

Professional Experience -:

BUZZconcepts – March 2014 – Present - Procurement Officer/Event Assistant

Prepare proposals, budgets, programmes, contracts, staffing, correspondence, payments, orders, invoice and balance sheets, Event management and coordination, site visits.

Liaise with clients and service providers/supplier, manage all incoming and outgoing rental activities, develop and maintain administrative and professional relationships with internal and external bodies

A.S Brydens and Sons – April 2011 – January 2014 - Customer Service Representative

Manage call request, processed invoices, conducted quarterly inventory evaluation, relief switch board operator, sales push, brand marketing and promotion.

Vemco Ltd – August 2007 – April 2011 - Customer Service Representative

Managed call request, Filing system, prepared invoices and credit notes, general administrative functions.

St George East Magistrate Court – October 2006 – August 2007 – Clerical Assistant

Prepared court extracts, book court cases, prepared summons, ticket & warrants, attended to the general public.

Direc One Call Me Ltd – Customer Service Representative

Received international call request, resolved calling concerns, follow up and telemarketing sales.

Educational Background

2014 – Arthur Lok Jack Graduate School of Business – Professional certificate of event management

2013 – Institute of Broadcasting Careers – Radio Broadcasting Certificate

2012 – Cipriani College of Labour Co-Operative Studies – Associate Degree in Environmental Mgmt

2007 – Vemco Ltd c/o Sally Roachford – CSR Certificate Award

2007 – Cipriani College of Labour & Co-Operative studies – Diploma in Environmental Mgmt

2005 – Zodak Training Center – Certificate in Computer Literacy

2004 – Barataria Senior Comprehensive – CXC O'Levels

Interest -: Dance, Music, Cricket, Exercise

References -:

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Katerserve Ltd

Human Resource Manager

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