

# RESUME

MRS. ASHEA CADIZ-MODESTE

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## *PERSONAL INFORMATION*

Mailing Address : #43 A Park Junction, Point D'or La – Brea

Contacts : 3661838 (Cellular)

Email : ashea89@yahoo.com

Date of Birth : 1989, April 02<sup>nd</sup>

Marital Status : Married

Sex : Female

## *CAREER OBJECTIVE*

To be an effective and efficient member of a well-recognized organization.

## *COMPETENCIES*

- Excellent interpersonal skills
- Excellent teamwork
- Good Leadership Qualities
- Problem solving skills
- People oriented

## ***EDUCATIONAL HISTORY***

1. UNIVERSITY OF THE SOUTHERN CARIBBEAN (2016)
2. HARMON SCHOOL OF SEVENTH DAY ADVENTIST (2004 – 2007)
3. ELIZABETH’S COLLEGE (2000 – 2004)

### ***University of the Southern Caribbean***

**Bachelors** of Business Administration Human Resource Management

### ***Harmon School of Seventh Day Adventist (CXC / GCE “O” LEVELS)***

| <b>Subject</b>         | <b>Year</b> | <b>Proficiency</b> | <b>Grade</b> |
|------------------------|-------------|--------------------|--------------|
| Information Technology | 2007        | General (CXC)      | 1            |
| Principles of Business | 2007        | General (CXC)      | 3            |
| Office Administration  | 2007        | General (CXC)      | 3            |
| English A              | 2008        | General (CXC)      | 3            |
| Mathematics            | 2008        | General (CXC)      | 3            |

## ***OTHER COURSES***

- NESC Certificate in Hair Dressing (Basic Level)
- Certificate of Participation office etiquette, intra and inter personal skills, work skills, interview and resumes writing skills – (8 Hours)

## ***WORK EXPERIENCE***

- ***Internship – South West Regional Health Authority, San Fernando, Trinidad. (120 Hours - April to May 2016)***
  - Within the time that I was at SWRHA I was exposed to the entire Human Resource Department which are new recruits unit, Operations Design & Development unit, training and development unit, pensions unit, employee services unit, industrial relations, recruitment . Most of the time was within the new recruits department and operations and design department.
  - Administrative duties

- ***Business Operations Assistant 1 – Ministry of Tobago Development, Orange Hill, Scarborough, Tobago. (8 MONTH CONTRACT - January 2014 – August 2014) –***
  - **Tobago matters and Inter-Ministerial Unit**
    - Type documents
    - Research for projects ( The Tobago marina Project)
  - ***HCD & ICT Accounts/Human Resource Department***
    - Prepare and collect register list for each instructor
    - Design and distribute time sheets
    - Record and Convert time sheets to pay sheets
    - Register New trainees into the Hope HD Program
    - Record trainees who goes out of the building for personal matters (participant's absence book)
    - Complete registration ( put forms in folder, check to see what is missing, file in filing cabinet)
    - Make sure all trainees files are updated
    - Updating the register on the system
    - Query and fix Register Issues
    - Answering phone (recording if trainees would be late or would not be coming)
- ***Clerical Assistant – University of the Southern Caribbean, Royal road, St. Joseph Maracus, Trinidad.(STUDENT WORKER)***
  - ❖ (November 2012 – March 2012) –
    - ***Academic Administration Department***
      - Revising and typing out past polices made at the academic Council meetings.
    - ***School of Business***
      - Answering, forwarding, Making Calls
      - Writing letters
      - Scheduling meetings
      - Invigilating class exams
      - Querying :student questions
      - Querying :lecturers questions
      - Assist plan and carry out student events

➤ ***Clerical Assistant – INTERCOMMERCIAL BANK, PORT OF SPAIN, TRINIDAD***

❖ (January 2011 – February 2011) –

○ ***Corporate & Investment Banking Unit***

- Filled and rearrange approximately 150 files for the Central Bank audit
- Liaise with other departments within the bank

➤ ***Secretary – MINISTRY OF COMMUNITY DEVELOPMENTS, CULTURE AND GENDER AFFAIR, SCARBOROUGH, TOBAGO***

❖ (June 2009 – August 2009)

- answering phones, preparing conference room for meetings, record information using Office Application
- Compiled a phone book for the department with all the number and address for the Culture Division.

➤ ***Library Assistant – SCARBOROUGH REGIONAL LIBRARY, SIGNAL HILL, TOBAGO***

❖ (October 2007 – September 2008)

- Worked with the Children's Department (Cataloguing, liaising with the children, shelf reading)
- Worked with the Adult's Department (Cataloguing, shelf reading)
- Worked with the Technical Department (distributing books to the departments and other branches of the library, the ordering of books, )
- Liaise with other departments and branches of the library

## ***INTERESTS AND HOBBIES***

- Travelling
- Cooking

## ***REFERENCES***

- Mr. Lawrance Hunte
  - Dean of Hillview Secondary School
  - College Road, Tunapuna, Trinidad.
  - 18686824167
  
- Ms. Sherrilyn legual
  - Lecturer
  - University of the Southern Caribbean
  - Royal road, Maracas, St. Joseph, Trinidad.
  - 18683767935
  
- Mrs. Miriam Caesar Moore
  - Director of TMICU
  - Ministry of Tobago Development
  - Wilson Road, Scarborough Tobago
  - 18687022297