

MERVA COZIER - SMITH

PERSONAL INFORMATION

- Trinidadian
- Cell: 750-8515 or 309-5217
- Email: cmerva@hotmail.com

PROFESSIONAL EXPERIENCE

2011–Present C.E. Blaize & Company Port of Spain

Administrative Assistant

- Assist Director in daily functions.
- Assist with Payroll.
- Review Bills of Quantities
- Schedule and prepare for site meetings e.g. Agenda & Minutes.
- Prepare monthly progress reports
- Prepare outgoing correspondence.
- Procurement /coordination of all material /services required for the project.
- Correspond / follow up on applications with Governmental Agencies.

(Projects: All Saints Memorial Hall; St. Margaret's Church – External Washroom; Two (2) Residential Houses)

2006–2009 Trinity Housing Limited San Juan

Project Manager's Administrative Assistant

- Assist the Project Manager in his daily functions.
- Schedule and prepare for site meetings e.g. Agenda & Minutes.
- Prepare outgoing correspondence.
- Assist with Payroll.
- Maintain fortnightly employee's entry/exit/department listing daily.
- Assist with preparation of sub-contractors statement and payment.
- Receptionist duties.
- Conduct interviews with walk-in applicants.
- Management of finishing schedule.
- Management of all remedial works.
- Maintain HDC safety requirements

(Projects: Corinth Hills Development; Orchid Gardens)

2002–2006	I.T. Mc Leod Partnership Limited	St. Clair.
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Administrative Assistant – Quantity Surveying Department

- Typing all correspondence, Bills of Quantities - (Quantity Surveying), Estimates.
- Assisting the Managing Director in her daily functions.
- Managing the functioning of the front office or reception area.

1999–2002 I.T. Mc Leod Partnership Limited St. Clair.

Administrative Assistant – Home Development Department

- Periodically make site visits under the guidance of WASA and T&TEC authorities to ensure that their connections were properly executed.
- Responsible for the maintenance and security on the on the developments.
- Responsible for rent collection on the development.
- Providing solutions to residence queries.

(Projects: Rosewood Gardens, Mt. Hope Villas, Haleland Park)

1997–1999 Services Consultants Limited Champs Fleurs

Office Manager

- Assisting the Managing Director in various functions.
- Attending site meetings.
- Handling incoming calls.
- Assisting the Accountant.
- Typing all correspondences, Bills of Quantities and Contract Documents (Mechanical Engineering).

1996–1997 The Ideas Factory Barataria

Receptionist/ Secretary

- Organizing the Manager's daily functions.
- Assist in creative advertising ideas.
- Typing all correspondences.
- Handling all incoming calls.

EDUCATION

1991–1993 Point Fortin Senior Secondary Point Fortin

- English
- Biology

1994–1996 College of Computer & Secretarial Skills San Fernando

- Typing (pass)
- Word Perfect (pass)
- Spreadsheets (pass)
- Computer Literacy (pass)

M E R V A C O Z I E R – S M I T H

E - m a i l : cmervacozier@hotmail.com

T e l : 7 5 0 - 8 5 1 5

1999–2000 Edu-Tech

Port of Spain

- Mathematics
- Office Procedure

Oct 2001–Dec. 2001 School of Business & Computer Skills Champs Fleurs

- Project Management – *A guide to the Project Management Body of Knowledge*

May 2004 –July 2004 Cipriani Labour College

Valsayn

- Certificate - Introduction to Occupational Safety and Health

Feb 2005 –April 2005 INTAD

Port of Spain

- Certificate - Business Writing & Communications

Sept. 2013 - August 2014 ROYTEC

Port of Spain

- Diploma – Project Management

INTERESTS

Reading, Swimming and Cycling.

REFERENCES

Mr. Andrew Nunez

Managing Director & Partner

Urbasys Limited

Tel: 684. 4002

Ms. Michelle Des Vignes

Human Resource Manager / Business Manager

KCL Capital Market Brokers Ltd.

Tel: 620. 7778

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