

Dear Sir/Madam,

I am interested in applying for a suitable position at your organization. I have experience in recruitment and the hiring process, scheduling appointments and communications with clients. I have assisted and participated in organizing events and administrative procedures. My communication skills are excellent and I have introductory training in a variety of software programs and systems. I have great interest in Communications, Law and Industrial Relations.

I am hardworking, focused and dedicated to the pursuit of my career. Previously my work experience included pursuing work and academic progress on a full time basis. I am driven and self-motivated. This position would provide me with the ideal opportunity to assist at your organization and to expand my professional skills, gain professional experience and contribute to my pursuit of my career in law.

Currently, I will be graduating this year with Bsc Sociology with Communications (double major) at the University of West Indies. My previous work experience in Human Resource and Industrial Relations has expanded my interest in the field of Law. I will be pursuing Bachelor of Law (application pending) at University of the West Indies beginning September 2015. Furthermore, I will be pursuing my Masters in Human Resource Management after attaining my Bachelor of Law then a Legal Education Certificate at Hugh Wooding Law School.

I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you. Thank you for your consideration.

Regards,

Melissa Henry
369 9991
EMAIL: melissahenry91@live.com

MELISSA HENRY

#66 Darceuil Lane Mausica Road Arima

- 369 9991-

<mailto:melissahenry91@live.com>

EDUCATION:

Sept. 2011 – Present Double Majors (*GPA 3.37*) B.Sc. Sociology with B.A Communications - University of the West Indies, St. Augustine

Sept. 2004 – Jun. 2011 CAPE 8 units and CSEC 7 subjects -El Dorado East Secondary School

WORK EXPERIENCE:

May-Sept 2014 Human Resource Intern (*full-time*) - Caribbean Development Company, Carib Brewery Limited (ANSA McAL Beverage Sector)

- Supporting Senior Human Resource Officer, HR Generalist and Industrial Relations Lead
- Proofread and compared the Collective Agreements of the Groups' internal companies and other external companies.
- Worked closely with industrial relations and gained exposure to worker's rights and other industrial relation practices
- Assisted and participated in organizing special events such as Father's Day Employee Appreciation Day and 'Smalta kids camp for employees' kids'
- Assisted in recruitment- reviewing resumes, scheduling interviews and appointments
- Audited and updated employee personal files
- Developed interpersonal communication with employees and carried out telephone interviews
- Exposure to HRp5 (introductory)

Feb-April 2014 Human Resource Data Entry Clerk (*part-time*) - Caribbean Development Company, Carib Brewery Limited (ANSA McAL Beverage Sector)

- Supported Senior Human Resource Officer and HR Generalist
- Exposure to HRp5 (introductory)
- Audited and updated employee files
- Scheduled appointments and interviews

Sept 2013-Jan 2014 Human Resource Assistant (*part-time*) ANSA McAL, Group of Companies, Head Office

- Assisted with the recruitment and hiring process including reviewing resumes, checking references and assisting with interviews.
- Assisted HR Coordinator in training student-interns
- Assisted in planning events
- Exposure to HRp5 (introductory)
- Prepared Word, Excel and PowerPoint documents

July-August 2013 Human Resource Intern (*full-time*) - ANSA McAL, Group of Companies, Head Office

- Supported HR Coordinator with the recruitment and hiring process including reviewing resumes and checking references
- Assisted in planning and coordinating events such as the Intern Developmental Workshop
- Attended HRIS HRp5 training sessions
- Updated employee attendance log, audited employee files, conducted telephone interviews, answered phone calls and generated ad hoc reports as requested
- Exposure to the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management
- Gained knowledge of the interrelationship of HR and IR in the areas of new employee paperwork and payroll issues related to onboarding and termination

ACHIEVEMENTS

2015 Awarded Microsoft Office Excel 2013 Microsoft Office Specialist Certificate-Microsoft IT Academy

2015 Awarded Microsoft Office Word 2013 Microsoft Office Specialist Certificate- Microsoft IT Academy

2014-2015 Awarded Scholarship /Bursary sponsored by Association of Female Executives of Trinidad and Tobago Bursary.

2014 Presenter at the 4th Annual Symposium on Engaging the Community: Strengthening the Culture of Engagement hosted by UWI St Augustine sponsored by University of Louisville and University of Trinidad and Tobago

2012-2015Appointed Student Today Alumni Tomorrow (STAT) Ambassador by UWI St. Augustine

2012-2013Awarded Scholarship /Bursary sponsored by UWI Development and Endowment Fund

2012 Lead Presenter at the 3rd Annual Symposium on Engaging the Community: Strengthening the Culture of Engagement hosted by UWI St Augustine sponsored by University of Louisville and University of Trinidad and Tobago

2006 and 2007 Awarded Most Outstanding Student by Johnson's Finishing School

MEMBERSHIP AND ACTIVITIES

2014-2015 Health Ambassador -UWI St. Augustine Health Services Unit

2013-2015Member/Volunteer of Student Advisory Services for UWI St. Augustine

2010 Certificate of Participation in Unit Trust Corporation Schools' Investment Game

2010 Certificate of Participation in Rotary Club of Central Port of Spain Model United Nations Assembly (M.U.N.A)

2007 Certificate of Participation in Peer Mediator Training by Families in Action

2006 Certificate of Participation in (STOP ELDERLY ABUSE NOW) S.E.A.N program by Families in Action

2004 Completed An Introduction to Web Pages, Typing and Computer graphics with The Caribbean Institute of Business Studies.

References:

Ms. Heidi Patience

Group HR Lead

Human Resource Department

Office: 625-3670-75

Cell: 297-0256

Ms. Kimberley Ramparas

Senior Human Resource Coordinator

Human Resource Department

Office: 625-3670-75

Cell: 297-0248

Mrs. Sharon Edwards

Senior Human Resource Officer

Human Resource Department

Office: 1 (868) 662-2231-7 ext 210

Marsha D. Bowrin

HR Generalist

Human Resource Department

Office: 1 (868) 662 - 2231- 7 ext 376

Cell: 1 (868) 294-2281