

Mandy Samuel

3 Hyland Court Olton Road Arima

Tel: 868-385-0581

Email: mandy.samuel@gmail.com

Objective

To work in an environment that allows me to utilize my business and scholastic experiences as well as my passion to work with others, exhibit professionalism and take on daily challenges.

Professional Summary

- ❖ High level of creativity with proven history of being an outstanding team player.
- ❖ Exceptional verbal, interpersonal and written skills; vast ability to work effectively with diverse clients.
- ❖ Focused on delivering quality service and maintaining accuracy to consistently improve operational efficiency.

Employment History

Ministry of National Security (MILAT Military Academy) - Administrative Assistant (Presently)

- ❖ Performs supervisory functions within the department.
- ❖ Type correspondence, reports, dispatching and other assigned duties.
- ❖ Maintain office etiquette.

Ministry of Social Development - Communication Department Clerical Assistant

- ❖ Participate in the setting of future plans for the department.
- ❖ Providing information, updating records.

ECC Tech - Sales Representative

- ❖ Provided customer support to ensure the organization's standards were not only maintained but exceeded.
- ❖ Trained new employees to effectively perform financial functions on telephone etiquette and customer satisfaction.

St. Anns Hospital - Inventory Clerk

- ❖ To accomplish tasks in a timely manner.
- ❖ Providing support to the sales staff.
- ❖ Ensuring that orders are filled and that each piece of merchandise is accounted for.

Delta Drugs - Pharmacy - Sales Representative

- ❖ Oversaw stock taking process to ensure operational efficiency.
- ❖ Maintained high level of customer service.

Academic

2003 - 2005 CXC O'Level (General) Modern Business School.

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|--------------------------|-----------|
| ❖ Office Procedures | Grade III |
| ❖ English | Grade II |
| ❖ Principles of Business | Grade III |
| ❖ Social Studies | Grade II |
| ❖ Mathematics | Grade III |

Certificates

- ❖ Eastern Community College
Computer Literacy
Grade A
- ❖ Border.com International
Microsoft Office System
Grade A-
- ❖ Computer and Controls
CompTIA A+
Grade A (Certificate pending)
- ❖ MilAT & MYPART Military Academy Certificate of participation Supervisory Management
- ❖ School of Business and Computer Science
The Professional Certificate in Supervisory Management
- ❖ School of Business and Computer Science
The Professional Certificate in Office Administration
- ❖ School of Business and Computer Science
The Professional Certificate in Project Management (pending)

Personal Attributes

- Honesty and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate sound work ethics

References

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| ❖ WO1 Denise Scanterbury
MilAT Military Academy
Academy Dean
768-1443/740-0699 | Hakim Bullen #17834
Trinidad & Tobago Police Service
Constable
323-3942 |
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