

RESUME`

Simone Lydia Skeete

Email: simonelskeete@gmail.com
Contact: Mobile 868-722-9370

EDUCATION:

2003	Computer Literacy (NESC) National Energy Skills Center, Ministry of Education	
2002-2004	<i>Prestige Learning Center (Secondary School)</i> CXC (CSEC) General Proficiency	Grade
	Mathematics	III
	English	III
	Principles of Business	II
	Office Procedures	II
	Social Studies	II

EMPLOYMENT HISTORY:

2005 – Jan. 2015	<i>Upstream Publications Limited</i> Positions: <ul style="list-style-type: none">➤ Administration Assistant➤ Distribution Assistant
2004 – 2005	Ministry of Science Technology & Tertiary Education (On the Job Training Programme) Assigned to the Ministry of National Security <i>Police Administration Building (Head Quarters)</i> Human Resource Department Position: <ul style="list-style-type: none">➤ Office Clerk

SKILLS / EXPERIENCES:

- Dealing with incoming and outgoing telephone calls and taking messages
- Organizing incoming and outgoing mail
- Meeting and greeting visitors to the company
- Scheduling Manager’s meetings and appointments
- Producing documents such as, letters, quotations, invoices etc
- Maintaining an organized filing system- for efficient retrieval
- Operating office equipment such as; Fax machine, Photo - copier, Scanner and Printers
- Sourcing and purchasing of office equipment and furniture
- Maintaining computerized accounting information such as, Cash Flow, Payments, Petty Cash, etc
- Preparing National Insurance and Health Surcharge payment forms
- Preparing Payroll
- Organizing/ arranging delivery of publications to clients

- Maintaining relationships with both Overseas and Local Clients
 - Maintaining Company's websites as follows:
 1. Designing of online advertorial
 2. Uploading photos
 3. Updating online calendar of events.
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