

MELISSA HENRY

#66 Darceuil Lane Mausica Road Arima

- 369 9991-

<mailto:melissahenry91@live.com>

July 22, 2015

BY EMAIL

Dear Sir/Madam ,

Re : Employment

I refer to the captioned. I write to express my interest in working with your organization in the above captioned capacity.

I am a recent Bachelor's of Science graduate of the University of the West Indies, St. Augustine Campus. My awarded degree in Sociology and Communications has enhanced my skills as a creative problem solver with the ability to be results oriented and work under pressure. Further, not only have I become a persuasive communicator with well-developed research and presentation techniques but a multifaceted team player who is able to bring a myriad of skills to any organization of which I am apart.

Additionally, the experience gained in working in the area of Human Resource and the introduction to negotiations in the field of Industrial Relations, has expanded and fueled my interest in Law, and has helped to develop my client care relations through interactions with employers and employees.

I have also gained substantial experience in recruitment and administrative procedures, such as scheduling appointments and communications with clients, and in organizing and coordinating events. My qualifications therefore, not only include the academic ability necessary to produce quality work within time limits but also organizational skills which enable me to operate efficiently under pressured conditions. I have thus been able to consistently exceed my employer's expectations.

It is my hope that you will select me for a much coveted opportunity to work and contribute within your office. For your perusal, I have attached my curriculum vitae. Should you require additional information, please do not hesitate to contact me via email melissahenry91@live.com or via telephone at **369-9991**.

Sincerely,

Melissa Henry

Encl.

MELISSA HENRY

Address#66 Darceuil Lane, Arima

Cell- 369 9991-

Email: melissahenry91@live.com

EDUCATION:

University of the West Indies

St. Augustine, Trinidad

B.Sc. Sociology and Communications

(Honours)

July 2015

Honours:

Vice Chancellor Ambassador, UWI STAT; Association of Female Executives of Trinidad and Tobago Bursary, Recipient; Certified, Microsoft Office Word and Excel 2013 Specialist: Recipient, UWI Development and Endowment Fund Bursary

Membership:

Health Ambassador, Health Service Unit; Volunteer, Student Advisory Services

Specialization:

Industrial Sociology, Gender Studies, Media and Communication, Caribbean Sociology, Human Ecology, Quantitative and Qualitative Research

Symposium: Presenter at the 3rd and 4th Annual Symposium on Engaging the Community: Strengthening the Culture of Engagement sponsored by University of Louisville

El dorado East Secondary School

El dorado, Trinidad

Sept. 2004 –

Jun. 2011

CAPE 8 units (including Management Business, Literature and Spanish) and CSEC 7 subjects (including Principles of Business, Principles of Accounts and English Literature and Spanish)

Participant, Rotary Club of Central Port of Spain Model United Nations Assembly (M.U.N.A); Peer Mediator, Families in Action STOP ELDERLY ABUSE NOW S.E.A.N program by Families in Action

PROFESSIONAL EXPERIENCE:

May-Sept 2014

Caribbean Development Company (CBL)

Human Resource Intern

- 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
- Exposure to HRp5 (introductory)

Feb-April 2014

Caribbean Development Company (CBL)

Human Resource Data Entry Clerk

- 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

ANSA McAL, Group of Companies, Head Office

Human Resource Assistant

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

July-August 2013

ANSA McAL, Head Office

Human Resource Intern

- 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 on boarding and termination

References:

Ms. Heidi Patience
Group HR Lead
ANSA McAL Head Office
Human Resource Department
Office: 625-3670-75
Cell: 297-0256

Ms. Kimberley Ramparas
Senior Human Resource Coordinator
AMCO | Alstons Marketing Company Limited
Human Resource Department
Office: 625-3670-75
Cell: 297-0248

Mrs. Sharon Edwards
Caribbean Development Company
Senior Human Resource Officer
Human Resource Department
Office: 1 (868) 662-2231-7 ext 210

Marsha D. Bowrin
Carib Glassworks Ltd.
Senior Human Resource Officer
Human Resource Department
Office: 1 (868) 662 - 2231- 7 ext 376
Cell: 1 (868) 294-2281