

**CANDICE WORRELL**

**123 HILLCREST DRIVE,**

**BATTOO LANDS, MARABELLA**

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## **CAREER STATEMENT**

- ⌚ I possess excellent communication skills.
- ⌚ I can multi – task effectively. An example of my ability to multi-task can be in the ability to implement the company’s policies and procedures and also monitor all staff activity to ensure the company is operated in a feasible manner, to ensure the profits are maximised.
- ⌚ I believe as a manager it is imperative to not only delegate work aptly but also important to be able to complete each task you delegate in a manner in which you are contented so that it can be used as an example by the person you delegate the task to.
- ⌚ I always aim to continuously expand my knowledge in various areas.
- ⌚ I am proud of being able to aid in the development of various company’s policies and procedures and I am able to implement the policies and procedures in the most suitable fashion.
- ⌚ I believe I have a charismatic personality.

## **WORK EXPERIENCE**

### **Payroll Clerk ♦ Jenexcon Engineering Company Limited ♦ 2013 – 2014**

- ⌚ Payroll distribution, fortnightly and monthly for Jenexcon and Joshco Construction Company Limited
- ⌚ N.I.S./ Health Surcharge / P.A.Y.E for Jenexcon and Joshco Construction Company Limited
- ⌚ Payslips production for Jenexcon and Joshco Construction Company Limited
- ⌚ Managing Director expenditure log
- ⌚ All the expenditure calculation for the Jenexcon Sports Club
- ⌚ The vehicle expenditure log
- ⌚ The credit log
- ⌚ Peachtree input pertaining to the vehicle logs, the credit logs, the managing director expenditure logs and salaries.
- ⌚ Requesting of clearance certificates for Jenexcon

### **Office Manager ♦ Jenexcon Engineering Company Limited ♦ 2009 – 2012**

- ⌚ Planning, organizing, directing, and controlling all associated aspects of office procedures and office personnel.
- ⌚ Hiring and acquiring, deploying, and retaining a workforce of sufficient quantity and quality in order that the organization's effectiveness can be optimized.
- ⌚ Aided in implementing and creating the health and safety policies and procedures.
- ⌚ v Producing and ensuring office duties were completed.
- ⌚ v Acts as a liaison between administrative staff, site staff and senior management.
- ⌚ v Ensuring all company's procedures and policies are implemented both in the office and on site.
- ⌚ v Organizing and making optimum use of all resources to ensure all plans are carried out effectively.
- ⌚ v Controlling and monitoring all office staff and their subsequent duties.
- ⌚ v Produced staff manual based on the laws of the nation.
- ⌚ v Planned and organized all staff events with the aid of an executive director

### **Executive Administrative Assistant ♦ Jenexcon Engineering Company Limited ♦ 2008–2009**

- ⌚ v Assisted with overflow work from Director, issuing purchase orders, preparing reports, Invoices and financial data, billing and collections.
- ⌚ v Tenders, preparation of staff books, manuals.
- ⌚ v Interpersonal skills, project management skills and health and safety requirements attained and distributed to the field staff.
- ⌚ v Aided in the preparation and distribution of the company's policies and procedures.
- ⌚ v Payroll distribution / N.I.S./ Health Surcharge / P.A.Y.E.
- ⌚ v Filing and data entry.
- ⌚ v Strong computer and Internet research skills.

### **Foreign Trade Clerk ♦ Republic Bank Limited – Gulf City ♦ 2002 - 2005**

- ⌚ v Resolving bill queries, customer assistance, wire transfers, sales, preparation of manger's cheques, bill payments.
- ⌚ v Communication skills
- ⌚ v Customer retention and customer service
- ⌚ v Managed quality communication, customer support and gained the ability to effectively multi – task.

### **Customer Service Representative ♦ Republic Bank Limited – Gulf City ♦ 2005 - 2007**

- ⌚ v Assisted customers with complaints.
- ⌚ v Processing returns and exchanges, answered questions about products and services. Attempted to resolve service issues and refer customers to upper management as necessary.
- ⌚ v Was required to have an in-depth knowledge of company policies and procedures as well as the goods and services that are offered.

### **ACADEMIC EDUCATION:**

#### **Borderlink Resources (San Fernando) 2014**

CAPM (Certified Associate in Project Management)

(I am registered to complete the tuition starting June 14<sup>th</sup> and to be completed on August 23<sup>rd</sup> 2014. The exam is to be done on September 19<sup>th</sup> 2014.)

**School of Business and Computer Studies (San Fernando)**

Project Management for Business Professionals (Certificate) **2010**

**The University of the West Indies (St Augustine)**

BSc (Hons) Biology **2004 – 2007**

⌚ Minor: Environmental Biology

**Pleasantville Senior Comprehensive School (Pleasantville)**

4 A'Levels (Biology, Physics, Mathematics, General Paper) **2000 – 2002**

**Pleasantville Senior Comprehensive School (Pleasantville)**

6 O'Levels (English, Mathematics, Physics, Biology, Spanish, **1998 - 2000**  
Additional Mathematics)

**REFERENCES:**

Marylin Belmontes  
Senior Resident Nurse  
649 – 1557

Jenna – Marie Andre  
Managing Director - V.I.C.E.  
734 - 2459

Junior Calliste  
Managing Director- Areamic  
Ltd  
715 - 0797