

Name: *Nichele West-Broome*

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OBJECTIVE:

To obtain a Business Administrative position, where I can utilize my achievements, skills, strategic thinking, leadership abilities and experiences to make a positive contribution to the company's overall goals and objectives.

WORK EXPERIENCE:

PRESTIGE BUSINESS PUBLICATIONS LIMITED: 14 July 2008 – Present
Administrative Assistant/Production Assistant

- Develop, manage and maintain clients' database for the company's annual publications.
- Assist with implementing marketing and advertising campaigns, strategies, plans and objectives for sales team and social media platforms.
- Provide administrative services for the daily operations of the organization.
- Manage and disburse petty cash.
- Interact with clients daily to provide assistance with any technical requirements.
- Arrange all written material and assist with proofreading where necessary, in preparation for the annual release of the Ins and Outs of Trinidad and Tobago, Who's Who in Trinidad and Tobago Business and the Business Trinidad and Tobago publications.
- Assist with coordinating the marketing department's spreadsheets and provide clients' feedback in an effort to maintain an efficient sales service.
- Prepare and vet invoices, receipts, statements, bank deposits, purchase orders and all other fiscal duties.
- Coordinate and monitor advertising campaign deadlines with advertising agencies, photographers, writers and editors in order to maintain a timely Production schedule.
- Proficient in MS Office, accessing the internet and networking system with some experience in using Adobe InDesign, Photoshop and Illustrator as well as the content management for the Company's online activities on websites.
- Schedule daily meetings, preparing reports, presentations and conferences with clients and the editorial board for publications.
- Conduct research and monitor news for any upcoming issues that may be relevant to the company's publications and social media.

GULF INSURANCE LIMITED: July 2001 – October 2007

Overseas Department

Office Assistant/Typist

- Updated and maintained the data entry systems of policy documents
- Responsible for monthly renewal transfers of policy documents
- Liaised with agents and branch officers overseas/claims department
- Organised a system for the removal of lapse policies and maintaining an effective filing system
- Developed a report for Edits to Transmittal and Re-Insurance
- Retrieved a large quotations/declinators for agents
- Prepared and issued policy documents for clients
- Processed the company's insurance policies via courier to overseas agents

AIR CARIBBEAN LIMITED: September 1999 – October 2000

Domestic Terminal - Traffic Department

Reservations Agent/Customer Service Agent

- Responsible for passengers and crew members boarding flights
- Maintained arrival and departure flights statistics
- Ensured passengers and luggage were checked in
- Ticket sales/cargo sales
- Responsible for effectively communicating information on boarding, arrival and flight delays
- Provided feedback to passenger Answering Queries and Flight Information
- Liaised with passengers

THE WATER AND SEWERAGE AUTHORITY (WASA): June – August 1999

Capital Investments-Asset Management Plan

Computer Clerk

- Responsible for the recording of statistical and documentary information
- Knowledge of the restoration of back-ups to the computer system

THE MINISTRY OF LEGAL AFFAIRS: March – June 1999

Registrar General's Department-Births Section

Clerical Assistant

- Interacted with the public/respond to queries
- Ensured filing system was maintained

QUALIFICATIONS AND TRAINING:

School of Business and Computer Science Limited - (SBCS)

The Professional Certificate in Office Administration

Computer Graphic Design - (Y.T.E.P.P.)

Graphic Design (Certificate)

The Pro Arts Company

Minutes & Note Taking (Certificate)

Funds International Limited

Microsoft Office Suite (Certificate): Microsoft Word, Excel & Outlook

The Institute of Training and Development - (INTAD)

Adobe Photoshop 7.0 and Illustrator 10.0 (Certificate)

Youth Training Employment Partnership Programme - (Y.T.E.P.P.)

Computer Graphic Designs using Adobe Photoshop and Illustrator

School of International Travel and Languages - (SITAL)

Theory of Reservation, Computerised Reservations, Job Orientation & Training

South East Port-of-Spain Secondary

CXC - O'Levels - **General Proficiency** - Principle of Business, English, Social Studies, Office Procedure, Principle of Accounts and Mathematics.

REFERENCES:

Ms Lisa Jessamy General Manager Andalise Consulting Group #14 Ana Street, Woodbrook Phone: - 783-3058	Mr. Derrick Nivet Accountant (Former) Gulf Insurance Limited St Clair Phone: - 768-9123 646-2450 x 145	Mr. Glenford Huggins Managing Director Track's Auto Supplies 1 Ethig Road Belmont. Phone: - 786-1467 623-0660.
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