

VENICE FRANICA ASHLEY LEZAMA

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Bldg. # 27, Apt 4-1 St. Joseph Road, POS, Trinidad and Tobago

P.O.S.I.T.I.V.E. – Productive, Oriented, Successful, Intuitive, Team-Player, Innovative, Victorious, Exceptional are all the characteristics of my personality traits and objective in life personally and professionally. Direct experience of being a mother, full-time employee in the Public Service and ten (10) years of membership of Massy Trinidad All Stars Steel Orchestra contributed to my building behavioural and technical competencies in the areas of: accounting, events management, time and attendance, working within deadlines, confidentiality, relationship building, dedication and coaching my peers. Offering the experience of achievement in driving organisational growth and performance in any organisational culture. Possess strong analytical, collaborative and decisive leadership skills. Proven ability to lead and manage myself in cross-functional teams and inspire weaker colleagues to develop individual talents. Build strong working relationships with all clients, colleagues and C-level executives.

AREAS OF EXPERTISE

Valuation –Investigations – Due Diligence – Capital Budgeting -Multi-tasking - Office Management principles & practices – Microsoft Office suite – Time Management– Event Planning– Corporate & Strategic Planning - Documenting Findings - Team Leadership & Colleagues Development

PROFESSIONAL EXPERIENCE

GOVERNMENT ENTITIES

05/2011 to 05/2016

Ministry of Gender, Youth and Child Development
Tax Appeal Board
Ministry of Finance, Inland Revenue Division
Judiciary, Hall of Justice

CLERK TYPIST

Provided administrative support to managerial and technical staff, and duties and responsibilities with the functions of office management, secretarial, accounting and customer service representation.

Performed secretarial, administrative support and office management duties such as:

- ❖ Coordinated and assisted in the planning and management of meetings, workshops and conferences
- ❖ Coordinated and managed the superior calendar by arranging appointments and engagements
- ❖ Assisted in the development and maintenance of an up to date repository of laws, judgements, contracts precedents and related materials in respect to the Unit's operations
- ❖ Conduct research, interpret laws, rules and regulations in respect to less complex legal matters
- ❖ Assisted in the review existing legislation, rules and regulation related to the Ministry
- ❖ Undertook follow-up activities to the Unit's work plan and decisions taken at meetings, workshops and conferences and submit progress report
- ❖ Attended to queries and ascertain the business of callers, visitors and notified the superior accordingly
- ❖ Reviewed and screened incoming correspondences, making preliminary assessment of its importance, handles some personally or forward to superior
- ❖ Assisted with the coordination of travel arrangements

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- ❖ Managed and updated the content management process and interfaces of the Ministry's website, and intranet to meet the information needs of the public, employees and stakeholders
- ❖ Developed and maintained file register and filing system in keeping with established systems and procedures
- ❖ Generated a wide variety of documents such as letters, memos, minutes, reports and spreadsheets utilizing Microsoft applications and other software and copied and collated relevant documents
- ❖ Determined the need for, and prepared or oversee the requisition, receipt, storage, distribution and maintenance of office supplies and equipment
- ❖ Operated standard office equipment such as personal computers, photocopiers, scanners, facsimile machines, binder machines, cameras, etc.

Perform accounting duties such as:

- ❖ Undertook basic information as directed and compiled data for entry and/or verified data for Cheque preparation,
- ❖ Assisted in the preparation of time sheets, pay sheets, vouchers, payments and,
- ❖ Assisted in the preparation of budgetary estimates and financial year ends; with the relevant financial and other data inclusion
- ❖ Other routine accounting duties

Perform other related duties as assigned

EDUCATION

SITAL College of Tertiary Education Ltd – Tacarigua, Trinidad
Bachelor of Business Administration (BBA), Management generic, *currently*
CAT (ACCA) Level I-II, 07/2009

School of Practical Accounting and Accounting Services – San Juan, Trinidad
Advanced Microsoft Excel, 06/2015
Peachtree Accounting, 07/2006

St. Charles High School, Tunapuna, Trinidad
POA, English A, Typing, IT, Int. Science (GCE O'Levels), 06/2005

AFFILIATIONS

Massy Trinidad All Stars Steel Orchestra, Trinidad
National Safety Council