

**Natasha Celeste Bellesmythe**

**#1819 CLR James Cresent Phase 2 La Horquetta Arima**

[**natashabellesmythe@live.com**](mailto:natashabellesmythe@live.com)

**Digicel : 346-2037**

The Manager,

Human Resources,

Massy Stores.

Dear Sir/Madam,

**Store Administrator Trainee Position at Your Company**

I would like to take this opportunity, to submit my application for a vacant position in your organization, of a supervisory nature. My aim is to have a career where my motivation and commitment to excellence, will be utilized and advanced, to contribute developed skills as well as gain new knowledge on the job.

I am a firm believer that education holds the key in cracking the challenges of the future. As such, I continuously grasp at any opportunities to enhance my knowledge in any respective field, and to become a valuable contributor towards critical decisions.

I am detail oriented as well as self motivated and I’m always willing to put 100% into my job function. In addition, I can be productive in teams as well as on my own. Included for your perusal are details of my qualifications, experience, and the names of two referees who are willing to provide you with any information on my character and ability.

Yours Respectfully,

………………………………………….

Natasha Bellesmythe

**OBJECTIVE**

* To be an asset to a company that continuously strives for excellence.

**EDUCATIONAL BACKGROUND**

* English Language…………….1
* Social Studies………………...2
* Human & Social Biology…….2
* Mathematics………………….3
* Biology……………………….3

**Caribbean Industrial Research Institute**

* Certficate Of Achievement (2009)

**Caribbean Institue for Quality**

* A Detailed Understanding of ISO 9001:2008 (2009)
* Quality Management Systems (2009)
* Certificate in Internal Quality Auditing (2009)

**University of the West Indies**

* Introduction to Occupational Safety And Health (2010)
* Stores Management (2011)

**Trinidad & Tobago Red Cross Society**

* Training in Cardio Pulmonary Resuscitation and First Aid (2010)

**Jaric**

* Certified First Responder (2010)

**College of Health Environmental and Safety Studies (CHESS)**

* Health and Safety Practical Application

**COSTAATT**

Currently pursuing BSW Social Work.

**Serv Safe International**

* Food Safety Certificate

**Arthur Lok Jack**

* HSE Management For The Food Industry.

**Personal Information**

* Date Of Birth 27/06/1978
* Age 36
* Sex Female
* Nationality Trinidadian
* Hobbies Salsa Dancing, Tiling & Sewing

**WORK EXPERIENCE**

**Vasha’s Foods Ltd – Production Manager (April 2013 – Present)**

Responsibilities

* Manage / run all facets of production operation.
* Schedule and assign personnel to meet production requirements.
* Monitor shift personnel to ensure daily production schedule and quality specifications are being met.
* Compiles reports in all phases of production to account for and reconcile raw materials,waste and finished product.
* Ensure production employees work in a safe manner.
* Maintain high sanitary standards as required in the food manufacturing industry and be ready for third party audits and regulatory inspections at all times.
* Enforce all company rules, policies and procedures & provide disciplinary action when necessary.
* Train department personnel in safety, food safety, production procedures & company policies.
* Ensure OSHA safety rules, GMP’s and food safety laws are upkept.
* Continuous training of production staff on GMP’s and food safety laws and regulations.
* Fortnightly payroll for thirty five employees.
* Increase efficiency and reduce costs.

**Smythe & Belle – Manager ( December 2012- March 2013)**

* Running my own business - tailoring

**Dockside Seafoods – Quality Control Supervisor (January 2012- November2012)**

Responsibilities

* Compiling reports for inspections done by technicians.
* Delegating responsibilities to technicians.
* Ensuring a high sanitation programme is continuously fulfilled.
* Daily and weekly internal audits.
* Working with external auditors to ensure requirements are met.
* Daily calibrating of equipment.
* Organizing samples for testing in external labs.
* Testing of all raw material to be used in production.
* Verification of good product in received containers.
* Ensure OSHA safety rules, GMP’s and food safety laws are upkept.
* Continuous training of production staff on GMP’s and food safety laws and regulations.
* Daily monitoring of correct procedures for varying products.

**Industrial Chemicals Supply – Quality Assurance Officer (February 2011 – August 2011)**

Responsibilities

* Conduct verification tests to ensure company standards are met.
* Development of Standard Operating Procedures.
* Responsible for research and development of new and existing products.
* In charge of setting up GMP’s and good personal practices for workers.
* Part of the health and safety compliance with employees.

**Blue Waters – Quality Assurance Technician (May 2005 – January 2011)**

Responsibilities

* Conduct in-process verification and validation tests in accordance with the established procedures and initiate corrective actions.
* Inspect and test incoming raw materials.
* Conduct calibration and accuracy tests on operating lab equipment.
* Document and input data on analysis and records for all inspections and tests carried out.
* Conduct field audits on damaged and returned products and sanitation levels.
* Determine compliance of materials with current specifications and issue approvals for use in production with hold/reject/approved status as necessary.
* Prepare non-conformance reports as necessary.
* Administer first aid as necessary.
* Assist in orientation of new employees.
* Assist in auditing lab documents.

**Ministry of legal Affairs Administrative Assistant (June 2003 – June 2004)**

Responsibilities

* Data entry of deeds and certificates of registration.

References:

Name: Keshava Gosine Name : Camilla Chadband

Occupation: Director-School Feeding Occupation: Nursing Assistant

Phone: 712-2180 Phone : 346-2308