Nadia Haywood

#28 Back Road 389-7340/492-5726

Upper Bournes Road [relissia@hotmail.com](mailto:relissia@hotmail.com)

St James

**Education**

2013 **ROYTEC**

*Principles of Real Estate Sales*

2008 **Renne & Associates Inc.**

*Business Etiquette & Protocol*

*2003* **Institute of Training and Development (INTAD)**

*Executive Administrative Assistant*

*2002* **Institute of Broadcasting Careers (IBC)**

*Broadcasting*

*Writing and Voicing Commercials*

1995-1997 **Sixth Form Government (POLYTECHNIC)**

A’ Levels in History, English Literature, General Paper

1990 – 1995 **Holy Name Convent**

English, Mathematics, English Literature, History,

Spanish, Accounts, Typing

**Experience** **Trinidad & Tobago Electricity Commission**

March 2004-present *Clerk II -* ISO Clerk/Auditor

* Co-ordinate implementation of ISO 9001:2008 Quality Management System in the Area
* Conduct ISO audits throughout the commission
* Administrative support for the ISO Coordinators
* Perform ISO training sessions for internal staff

2000-2004 **Executive Corporate Services (Real Estate)**

*Administrative Assistant*

* Prepared property listing proposals and updates for website and client viewings
* Prepared rental agreements for clients
* Managed daily office functions
* Interfaced with walk-in clients and provided company information and current listings

1996 – 1998 **All That Jazz Ltd.**

* *Part time Sales Clerk* (1996); *Floor Supervisor* (1997). Supervised employees, responsible for receiving, balancing and depositing daily cash sales and cheques

**Expertise** Proficient in Microsoft Office Suite

**Other**  Posses valid driver’s permit with twelve years driving experience

**References** Mr. Richard Kissoon

682-9046

Mr. Harold Collins

689-6247