Noella Wellington-Ammon

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| **Objective:**  I would not only like to learn about HR activities but would also like to contribute to the advancement of the company by utilizing the learning experience that I have attained during the course of time. | | |  |  |
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Professional Experience

## Servisair Trinidad and Tobago ltd — Piarco Int’l Airport

Provides check in and baggage services for customers travelling abroad along with cargo facilities.

Maintenance Administrative Assistance-, 2004 to 2008

Recruited to help Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle workplace issues. Build Database on new programs.

Report to the maintenance manager and ensure proper dissemination of relevant communications, mandates and policy/procedures as they relate to operations.

Managed the attendance from the TIMECLOCK system and ensure that employee times, overtimes, leave of absence, vacation and training where recorded and also entered rosters.

Assisted in implementation of all administrative functions and company procedures.

Processed and print payroll material for payroll clerk.

Maintained all maintenance filing of work orders and PMI schedules.

Processed and updated all Schedules along with ensuring units (vehicles) were assigned a GSE number.

Managed the petty cash pan for the department, ensuring the reimbursements were on time.

Ensure that all files at the Tobago maintenance Station were updated for auditing and daily purposes.

Liaise with the parent company on implementing changes for the maintenance department via companies emailing and telephone system.

## Market Space Ltd.

Provider of Accounting Services for All CEPEP companies and other special projects

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| --- | --- |
| Administrative Assistant | 2003 to 2004 |

Processed payroll sheet for all staff present.

Managed petty cash system.

Prepared bill summaries to be sent for accountant via e-mail.

Ordered all stationery for the use of the office staff.

Paid all bills for the company.

Updated the computer systems.

## Colonial Life Company Ltd. (CLico)-Woodbrook branch

A branch which provided personal insurance on a smaller scale

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| Clerical Assistant (Temp) | August-September 2003 |

Assisted in organizing weekly branch meetings.

Typed all minuets from meetings held and distributing mail for the entire department.

General administrative duties including filing, photocopying, and telecommunications.

Professional Experience cont’d

## HUman Resource Management Ass. of T&T (HRMATT)

Provider of all HR tool kits for human resource personnel

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| Marketing Assistant (Temp) | June-August 2003 |

Marketed all information for HR tool kit by interacting with human resource personnel via phone contact.

Assisted in getting all relevant information for conference ready and updated.

General administrative duties including faxing, filing, and photocopying .

## Neal and Massy Motors LTd

Head branch located at lady young road Morvant

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| Marketing Assistant (Temp) | December 2001-February 2002 |

Data entry for marketing purpose also assisting in entering companies stock on computer system.

Managing the distribution of all the departments’ mail outs.

Front office assistants answering correspondence and incoming calls.

## The Cloth Caribbean Ltd.

Provider of designer clothes for shops both locally and abroad

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| --- | --- |
| Administrative Assistant | May2001-October 2001 |

Customer service representative.

Processed orders and to generate purchase orders.

Offered front office service and manage all correspondences.

Performed telemarketing duties.

Processed invoices and bills for company.

Liaised with the production supervisor and other team members.

Assisted in the organization of promotional events.

Maintained petty cash for the company.

## Hotel Normandie Ltd.

Provided assistance to the marketing manager for all hotel events and activities

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| Marketing Assistant | 1999- 2001 |

Telemarketing for all marketing/promotions and programs.

Provided daily sale call reports.

Tracked press clipping of major events.

Planned and assist in pricing of small programs.

Processed invoices and bills for company.

Coordinated and created mail out for all marketing/ promotion.

Production of banquet summary sheet on excel spread sheet.

Minutes of weekly meetings.

Education & Certifications

## Anglia Ruskin University — SAMs Caribbean Ltd

Bachelor of Arts (BA) in Human Resource Management (with honors), 2011

**INTAD**-Institute of Training and Development

Certificate in Administrative Assistance

**St James Government Secondary School**-CXC (1989-1990)

Spanish, English, Social Studies, History

**Mucurapo Senior Secondary School** –Evening Classes- CXC (1993-1994)

Principles of Business, English.

References

**Ms. Lisa Maria Parmassar**-Credit Manager-Risk Management-Republic Bank Limited

**Mr. Deodath Matroo**-Manager Maintenance Department- Servisair Ltd