**ASTRA JOHNSON**

**682-4010 ext. 2373 (WORK) / 302-1439 (CELL)**

**101 Eight Street Barataria**

[**tab.uni4m@yahoo.com**](mailto:tab.uni4m@yahoo.com)

OBJECTIVE

* To give an overview of my qualifications for the available position.

PERSON PROFILE

* Excellent communication and interpersonal skills.
* Communicates effectively with internal and external customers.
* Work with minimum supervision and exercise commensurate levels of initiative and judgment
* Goes beyond the call of duty.
* Highly professional and takes pride in what needs to be done.
* Possess strong analytical and problem solving skills.
* Planning, organizing and time management skills.
* Willingness to learn and apply new techniques quickly.

**Microsoft Office Skills Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Skill level** | **Experience** | **Last Used** |
| **MS Word** | **9** | **9** | **2014** |
| **MS Excel** | **7** | **9** | **2014** |
| **MS PowerPoint** | **9** | **9** | **2014** |
| **MS Publisher** | **9** | **9** | **2014** |

**EXPERIENCE**

**Massy Technologies (formally Illuminat Trinidad and Tobago limited)**

June 2013 to Present

**Administrative Assistant Document & Data Capture Project Team**

**Duties and Responsibilities**

* Coordinate Team leader’s daily schedule.
* Receive and make phone calls on behalf of the Team Leader.
* Works with team leader closely in the preparation of all assessment reports, documents and presentations.
* Work along with the TSS and Logistics department.
* To facilitate the movement of equipment from various project sites.
* To log calls for repairs of our equipment.

Work along with the Finance department.

* To arrange petty cash payments.
* To facilitate checks on behalf of clients.
* To ensure that foreign PO’s are handled to purchase equipment and maintenance kits.
* Work along with the Human Resource department.
  + To facilitate quick processing of documents for new staff.
  + Liaison for staff with their HR needs and concerns.
  + Prepare all documentation for the interview process and make phone calls to potential candidates.
* Daily activities include but not limited to typing, filing, data entry, faxing, photocopying etc.
* Follow up on client’s requests/ needs and complaints.
* Establish updates and maintains the department’s files.
* Prepares and maintains the official minutes and notices of all meetings in our department.
* Ensures that policies and procedures relating to quality, health and safety matters are adhered to at all our project locations.

**All Are Angels Educational Services**

Administrator 2011 – 2013

**Duties and Responsibilities**

* Communicating the school's mission, goals and policies to teachers, students, parents and the community.
* Ensuring that salaries were done for the staff on a monthly basis.
* Maintained the school’s filing and registration system.
* Keep confidential the information related to teachers, students and parents.
* Restructured the tuition payment system.
* Provided training that included current, research-based strategies for effective instruction and classroom management.
* Identifying specific school and staff needs, researching effective strategies to support those needs, and presenting clear and concise feedback to staff.

**EDUCATION**

**Tabaquite Secondary**

**5 CXC Subjects General Proficiency Grade 2**

English Language

Social Studies

Food and Nutrition

Integrated Science

Home Economics Management

**The University of the West Indies School of Continuing Studies**

Computer Literacy (Microsoft Office) A+

* Microsoft office word
* Microsoft office Excel
* Microsoft office PowerPoint
* Microsoft office Publisher

**University of the West Indies**

* Certificate in Early Childhood Care and Education
* Early Childhood Care and Education Internship Portfolio and Certificate 71/75

**HSE (Health and Safety)** **Safety Management International Company LTD**

HOURS COMPLETED:      TRAINING COMPLETED:

            3                                  OSH Act

            1                                  POLICY: Communication & Consultation

            1                                  POLICY: Disciplinary Procedure for HSE Infractions

            1                                  Refusal to Work Guideline

            2                                  Slips, Trips & Falls

**HSE (Health and Safety)** **Safety Management International Company LTD**

First Aid/CPR Certification

**Events Management Professional Certificate Program at Arthur Lok Jack Graduate School of Business offered in collaboration with the George Washington University.** Awaiting certification.

**SBCS Certified Associate in Project Management (CAPM) with PMI** Presently.

REFERENCES

Godfrey Peters **Cell: 468-1054**

**Document Analyst**

**Massy Technologies**

Shivam Balroop **Cell: 685-9916**

**Systems Administrator Cell: 685-9916**

**Massy Technologies**

Mr. Henry Awong **Cell: 374-5581**

**Chairman Couva-Tabaquite-Talparo Regional Corporation.**