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| January 29, 2015  Manager – Human Resource Planning and Selection  Human Resource Department  To whom it may concern, I am applying for a position in your Administration Department, Data Entry Department or any other area where my experience can be a valuable asset to your organization. I believe that working in your organization would expose me to great opportunities and give me the experience I need to achieve my future goals. I have gained experience through many volunteer and paid jobs which has allowed me to have skills in Administration, Data Entry and Personal Assistant, being results oriented and industrious. During my tenure at the Hillview College, Faith Assembly International and GGI Limited, I have gained valuable experience in Administration, Personal Assistant and Data Entry such as Trial Balance, Payments, Receipts and Bank Reconciliation, Cashing, Invoicing, Filling, Data Entry, Calendar and Time Management and Scheduling, Policy editing, just to name a few.  Enclosed is a copy of my resume, which details my education and work experience. I would also be available for an interview at anytime convenient to you.  Thanking you in advance for your kind consideration.  Sincerely,  **Albertina Candis Hall Phillip**  **CAREER OBJECTIVE**  To be a valuable asset to your organization through my hard work, self motivation, dedication and commitment to your organization contributing to its success.  **SUMMARY OF QUALIFICATIONS**  No computer skills but, have experience with Microsoft Word, Microsoft Excel and DacEasy  Accounting while training and working at Hillview College and GGI Limited.  **EDUCATION AND TRAINING**  Sital College September 2007 to December 2008   * Certified Accounting Technician (incompleted)   St. Charles High School September 2003 to June 2005  **Subject -** CXC O’ Level General Proficiency **Grade**   * Mathematics 4 * English 4 * Principles of Business 4 * Integrated Science 4 * Principles of Accounts 3 * Spanish 5   Curepe Junior Secondary School September 2000 to June 2003  Arouca Government Primary School September 1993 to June 2000  Bubbly Pre School September 1991 to June 1993  **EMPLOYMENT HISTORY**  **Faith Assembly International** February 2012 to Present  ***Pastor’s Personal Assistant of Pastor Christina Bachew***  • Manage calendar and correspondence including any event Pastor Christina Bachew is in  charge of or will need to attend.  • Structure and Organize the Church Calendar, Events, and Meetings.  • Collect correspondence for all events, meetings, weddings, or conferences and  ensure it is executed by the respectful personnel’s (paid staff or volunteers)  • Collect Inventory stock and purchase list of all items for coffee and refreshments,  office supplies and cleaning supplies.  • Operate as the Receptionist while staff meeting is in process or on request of the  Receptionist.  • Handle all logistics for Leadership Meetings, Vision Directors and any meetings of or for  Pastor Christina Bachew.  • Contact respective persons via Text, Call, and Facebook for meetings.  • Responsible for organizing people to prepare, Set up, and Cleanup for meeting.  • Responsible for taking minutes of meetings and typed and presented for review of  Senior Pastors  • Data Entry of All Receipts not related to petty cash voucher.  **House Wife** September 2010 to January 2012  **TruValu**  November 2009 to August 2010  ***Data Entry & Accounts Clerk / Cashier***   * Process Purchase Orders * Balanced Receiving Reports, Enter Stock into Computer System and Close off Purchase Orders * Forward Credit Notes to Accounts Department * Filling * Record Inter-Department Transfers and Inter-Store Transfers into Computer System * Write up Request for Credits and Forward it to Sales Representatives * Answer and Make Phone Calls * Assisted with Cashing when needed     **GGI Limited** October 2008 to February 2009  ***General Purchases Office Assistant***   * Cashing * Invoicing * Filling and Typing * Data Entry * Assisted customers in a friendly and courteous manner in all aspects of Customer Service * Assisted Trading Department in receiving and dispatching goods * Keeping the work area and surroundings in a clean and sanitary condition   **OJT With Ministry of Science Technology**  **and Tertiary Education** March 2007 to June 2008  ***Clerical Assistant at Hillview College***   * Assisted in preparing the Trial Balance, Payments & Receipts and Bank Reconciliation * Assisted in totaling the Payments & Receipts Ledger * Assisted in double checking the figures in the final balancing with the figures in the ledgers * Filling documents * Typing * Answer and Make Phone Calls   **Cards 'N' Stuff At Trincity Mall**  **And Grand Bazaar** September 2006 to March 2007  ***Store Manager and Cashier***   * Supervise and ensure all work requested by the boss is done by the workers and completed for deadline given * Responsible for opening and closing of the store * Balancing off the register at closing time after the daily sales are made * Assisted in Cashing if the cashier is late, on lunch or unable to attend work for some reason   **Café Caribbean**  March 2006 to August 2006  ***Counter Attendant and Cashier***  **Westport** January 2006 to March 2006  ***Customer Service Representative and Cashier***  **Hilo Foods Store** September 2005 to January 2006  ***Cashier***  **HOBBIES AND ACTIVITIES**  **Faith Assembly International (voluntary services)** January 2013 – Present  ***Administration Assistant and Personal Assistant***   * Processing and Filling Data * Processing and Filling Expenditure Report * Calendar, Meeting and Time Scheduling * Maintain Stationery and Cleaning Supplies Inventory * Policy Reviewing, Editing and Creating (in necessary) * Worship Singer * **Event Co-ordinating** – Leader of Faith Assembly International Event and Planning Team     **REFERENCES**   * Pastor Jason Bachew   Senior Pastor - Faith Assembly International  Cor. Eastern Main Road and Range Road, Five Rivers, Arouca  Tel: 359-7579   * Mrs. Betty Allyne   Purchases Manager - TruValu  Trincity  Tel: 662-4843 / 662-4314 |
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