***MELISSA SCOTT***

***LP # 2 MC NEIL STREET, ARIMA***

***TELEPHONE CONTACT: 330-3065***

***EMAIL: mtriciascott28@hotmail.com***

***OBJECTIVE: To efficiently utilise my potential, skills and experience in support of the goals and objectives of an organisation***

***QUALIFICATIONS***: Diploma in Teaching of Life Skills with Literacy (Presently Pursuing)

Certificate- Administrative Professional Office Management

***COMPONENTS***

* Mathematics
* English and Communication I&II
* Information Technology
* Office Procedures
* Office Management
* Records Management
* Management and Office Relations
* Business and Commercial Law
* Introduction to Economics
* Principles in Accounting

***A ‘Level Examinations***

General Paper A

Business Studies E

Economics E

***CXC Examinations***

Social Studies I

English A II

Mathematics II

Principles of Business II

Biology III

Chemistry III

Spanish III

***COURSES:***  Certificate in Front Desk Management and Telephone Etiquette

Introduction to Counselling- Grade B

Skills for the Automated Office (YTEPP)

***INTERESTS:*** Aesthetics, Community Work, Reading and Travelling

WORK EXPERIENCE: Royal Bank of Canada (Recruitment Xperts)

* ***Account Service Representative***

September 2013- December 2013

Ministry of Education

* ***School Clerical Officer (Administrative Support to Principal)***

March 2011- March 2013

Tru- Fit Garment Factory

* ***Telephone Operator/Receptionist***

June 2010 – March 2011

Youth Training and Employment Partnership Programme

* ***Micro Entrepreneurship Tutor (Part time)***

September 2007- November 2009

Bishop’s Centenary College (St. Cecelia’s)

* ***Teacher***

Subjects: Office Administration, Social Studies

Young Leaders Co-ordinator

September 2006- July 2008

Ministry of Works and Transport

* ***Clerical Assistant (On the Job Training)***

August 2004- February 2005

***REFERENCES:*** Latoya Williams- Armstrong

Teacher

St. Joseph College

460-6270

Simone Daniel

Quantity Surveyor

Arima

752-0644

Ayana Franklin

Human Resource Manager

Tru- Fit Garment Factory

662-4810

Annette Barton

Principal

D’Abadie Government Primary School

472-4086