### Ms. Kiesha Cato

**447 Zircon Circular, Bon Air West, Arouca.**

## Contact #: 1-868- 331- 8749 Email: kiesha.cato@yahoo.com

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| *PROFILE* | |
| * Highly motivated self starter, with the ability to manage multiple projects effectively, creatively and accurately in a deadline-oriented fast paced environment. * Able to develop and sustain positive working relationships with internal stakeholders at all levels and accustomed to handling sensitive and confidential documents. * Efficient and enthusiastic communication skills with stakeholders at all levels. | |
| *WORK EXPERIENCE*  **National Library and Information System (NALIS)**  **October 2008-February 2009**  Library Attendant- Heritage Division   * Attend to queries of the general public * Source relevant information for the general public * File and folio correspondence * Clipping and mounting news paper articles * Open and close information files * Sort and shelve books | |
| **Judiciary of Trinidad and Tobago**  **December 2009- November 2011**  Administrative Assistant – (On the Job Trainee- Human Resource Management Unit)   * Maintained database for all incoming and outgoing correspondence * Drafting of Job Letters * Basic filing * Computation of contract gratuity * Processing all leave taken by contract employees * Worked closely with Senior Human Resources Officers in all aspects of the Unit   **Judiciary of Trinidad and Tobago**  **November 2011-June 2012**  Court Records Officer- Human Resource Management Unit   * Data entry, * Updating and maintaining a research database, * Updating and maintaining logs & filing systems, using large database systems, Analysing and editing research documents.   **Judiciary of Trinidad and Tobago**  **July 2012 to Present**  Secretary to the Human Resource Manager   * Assists in the organization and co-ordination of the daily schedule of the Human Resource Manager, and in the follow up and maintenance of appointments, meetings etc. * Preparation of draft responses to letters emails etc. * Co-ordinate and attends meetings, prepares agendas, records minutes etc. * Conducts follow up on assignments given to team members and provides written status reports on same * Receives and screens communication to the unit, including telephone calls, emails * Maintains database of incoming and outgoing correspondence * Complies and distribute communications internally and externally * Ability to establish and maintain effective working relationship with Judges, Magistrates, Registrars, other employees, other professionals and the general public, and * Ability to observe and maintain the highest level of confidentiality in an atmosphere, which requires impeccable integrity. * Proof reading all correspondence of the Head of the Unit before distribution   **Other Duties within the Human Resource Management Unit**  Compensation and Benefits   * Sets up and maintains a database for various compensation and benefits structures within the Judiciary * Preparing files to be sent to the Accounts unit for gratuity payments by tallying all leave taken etc. * Drafts terms and conditions of employment for contract staff of the Judiciary * Keeps up to date on Cabinet decisions regarding new staff structures and the renewal of positions within the Judiciary’s contract establishment * Responds to staff enquiries regarding the status of their terms and conditions * Prepares requests for Chief Justice Minutes   Recruitment and Selection   * Conducts research, consults with Unit heads and prepares draft job descriptions * Reviews staffing specifications and job requirements for vacant/new positions, communicates with unit Heads, and develops and submits advertisements for approval * Reviews applications and prepares a short-list of suitable candidates based on job descriptions * Organizes and prepares interview packages for panelists * Compiles draft contracts/letters of offer for selected applicants and submit to the Head of Human Resources for approval * Collates all interview scores and notes to identify the most suitable candidate * Prepares Services Contracts | |
| *EDUCATION* | |
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| **General Certificate of Education**  *Subject*   * **Law** * **Psychology**     **Caribbean Advanced Proficiency Examinations**  *Subject*   * Communication Studies   **1999 – 2004: Morvant Laventille Secondary**  Caribbean Examination Council (CXC) Ordinary Level Certificate:  *Subjects*   * **English** * **P.O.B** * **Food & Nutrition** * **Agricultural Science (NEC)**   **June 2011: Private Candidate**  Caribbean Examination Council (CXC) Ordinary Level Certificate  *Subjects*   * **Office Administration** * **Social Studies** | *Grade* **C D**  *Grade*  3  *Grade*  **2**  **2**  **2**  **B**  **1**  **2** |
| **Certificates**   * High Impact Business Writing- Madonna Doyle & Associates Ltd. * Telephone Etiquette- Employers Solution Centre * Quality Customer Service- Renne & Associates Inc. * Computer Literacy- National Energy Skills Center |  |
| *REFERENCES* | |
| Ms. Brenda Ching Leung Fatt John-  **Former** Court Head Human Resources @ The Judiciary of Trinidad and Tobago  **Current Senior Manager, Human Resources @ UDECOTT**  Contact: 788-0883 (cell) 627-0083 ext 1222 | |

Mr. Devon McBurnie

**Library Assistant II**

NALIS

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