**RESUME**

SOLANGE MENDOZA

**Address**: 20 Bonanza Gardens, Green Acres, Cross- Crossing, San- Fernando.

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**PERSONAL DATA:**

Gender: Female

Date of Birth: 9th March, 1991

Age: 24

Place of Birth: Trinidad and Tobago

**OBJECTIVE:** To obtain a position where I can maximize my interpersonal and my academic training to be an added value asset to your organization.

**EDUCATIONAL BACKGROUND:**

University of the West Indies St Augustine

**2014- 2015:** Pursuing Bachelor of Arts in Communication Studies and a Minor in Human Resource Management

**2011-2012:** Certificate in Journalism (University of the West Indies St. Augustine U.W.I )

Debe High School, Debe

**2011:** C.A.P.E Advance Proficiency Diploma

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| --- | --- | --- | --- |
| **Subjects** | **Grade** | **Subject** | **Grade** |
| Caribbean Studies | 3 - Pass | Literature in English Unit 1 | 5 – Pass |
| Communication Studies | 2 - Pass | * Literature in English Unit 2 | * 4 - Pass |
| History Unit 1 | 4 - Pass | Sociology Unit 1 | 4 - Pass |
| History Unit 2 | 4 – Pass | * Sociology Unit 2 | * 4- Pass |

**2009 -** Completed Secondary Education Certificate in CXC Examinations

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade** | **Subject** | **Grade** |
| English Literature (Eng. B) | 1 | Integrated Science | 2 |
| English Language (Eng. A) | 2 | Mathematics | 3 |
| Information Technology | 2 |  |  |

* **WORK EXPERIENCE:**

December, 2012 to August 2014 – **Administrative Assistant / Accounting Assistant**

Operational Support Services Company Limited

10 Southern Main Road, La- Romaine.

***Administrative Assistant:***

* Filing of all relevant documents in personal files and other HR documents
* Assist in preparing/ typing HR documents as required by supervisors in a timely manner.
* Accurately preparing various HR correspondence including job letters, contracts, letters of promotion and terminations
* Photocopy, compiling and binding of documents
* Faxing and Mailing correspondence
* Screening telephone calls and taking messages
* Organizing and making reservations for client meetings
* Organizing and updating the Utility Bill Sheet Data Form
* Updates all employees database and other HR records.
* Preparing Man Hours and Minutes
* Arranging interviews, conducting reference checks and taking follow- up administrative action.
* Provides general assistant to the HR Department, Accounting Department and HSSE Department
* Performs any other relevant duties as may be required in a professional and efficient manner.

***Accounting Assistant***

* Assisting in Payroll Preparation
* Assisting in Cash and Cheque Payment Vouchers
* Preparation of Wire Transfer Letter
* Ensure that all staff are paid correctly and on time
* Preparation of documents for Audits and Bids

**WORK EXPERIENCE CON’T**

**2011- 2012** – Interned at Citadel Limited (i95.5 FM)

# 47 Tragarete Road Port -of –Spain.

***Duties/ Responsibilities:***

* Preparing and editing Press Releases
* Conducting telephone interviews
* Editing Voice bites
* Recording and editing Parliament audios
* Attending Press Conferences

Reference available upon request.