DINELLA ALLEYNE-BLAIZE

#54 Thackoorie Street,

Marabella.

281-5006/354-8795/482-5884

***Objective***

To secure a position where my existing skills in the areas of administration and customer service can be utilized by a progressive and innovative company.

**Professional Experience**

**Party & Event Company Limited** I.D.C. Industrial Estate, Chaguanas

**Coordinator** Oct 2013 – Dec 2015

* Conduct site visits and advise clients accordingly
* Supervise crew on site set ups
* Make bank deposits on behalf of company
* Responsible for making payments to NIS and BIR
* Responsible for the updates to the company’s website and social media site (Facebook)
* Preparing quotations, invoices and entering payments via Quickbooks
* Performing any other duties as required by Management

**PCS Nitrogen Trinidad** Mediterranean Drive, Point Lisas, Couva

**Communications Clerk** Aug – Nov 2012

* Operate the switchboard
* Make and transfer calls as requested
* Handle requests for and book meeting rooms
* Meet and greet visitors and customers
* Send and receive Fedex, DHL and UPS packages and bill employees for personal packages
* Responsible for billing employees for Cellular bills
* Open and sort incoming and outgoing mail
* Posting out of cheques to vendors
* Keep records and bill employees for overseas calls
* Assist the Crisis Communication department as requested
* Contact the shuttle (via Radio) for employees wishing to visit the Plants.

**Methanex Trinidad Ltd** Maracaibo Drive, Point Lisas Couva

**Receptionist** Oct 2010 – Dec 2011

* Attend to customers’ enquiries ensuring that prompt and courteous service is provided at all times.
* Open/Sort incoming and outgoing mail
* Record and distribute mails, correspondence, faxes and documents
* Answer incoming telephone calls and make outgoing calls as requested
* Send and receive Fedex, DHL and UPS packages
* Distribution of cheques to vendors

**Life Radio 99.5fm** *Naparima Mayaro Road, Cocoyea Village San Fernando*

**Radio Announcer** Jan – Sept 2009

* Responsible for providing music and personal topic over a four hour shift
* Presentation of local, regional and international news
* Responsible for presentation of the weather

**RBTT Bank Limited –** 55 Independence Square, Port of Spain

**Customer Service Representative**  2006 - 2008

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* Maintained confidentiality in all aspects of client, staff and company information.
* Interacted with client and visitors.
* Answered telephones and transfer to the appropriate staff member.
* Opened, sorted and distributed incoming correspondence
* Performed general clerical duties to include, but not limited to copying, faxing, mailing and filing.
* File and retrieve organizational documents and records.
* Collected and maintained inventory of office equipment and supplies.
* Supported staff in assigned project-based work.
* Assisted in special events, such as fundraisers and staff parties.
* Provided customers with account balances, credit card information etc…..

**Education**

College of Accounting & Secretarial Skills

Pitman Institute

**Shorthand (50 wpm), Typewriting**

College of Accounting & Secretarial Skills

*C.X.C. O’Levels*

**English Language, Office Procedures, Principles of Business and Principles of Accounts**

Other Certificates

**Institute of Broadcasting Careers (IBC)**

**Certificate in Radio Broadcasting**

**Certificate of Participation in Industrial Relations**

Additional Achievements

**House Announcer for Career and Recruitment Fair 2009**

**Use of my voice for the Safety, Visitor’s and Contractor’s Orientation for Ethylchem Ltd**

**Writing Articles for South TNT Online Magazine**

**References**

Available upon request