KAREN MORTLEY-SCOTT  
1 West Hill Drive

Cascade

Port of Spain

Trinidad

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**OBJECTIVE:**

Seeking a position where experience will be further developed and utilized.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized.
* Experience as an Administrative Officer, Accounts Officer, Inventory Clerk, and Field Officer.
* Effective in multitasking.
* Excellent written and verbal communication skills.
* Trustworthy, discreet and ethical.
* Proficient with MS Office, Everest, QuickBooks & Peachtree Accounting Software.

**EXPERIENCE:**

National Flour Mills

July 2016- October 2016

Position: Internal Audit Senior (Temporary)

Duties:

* Oversee the implementation of audit recommendations
* Perform any duties assigned
* Submit bi-weekly progress reports

St. Christopher’s Service Station (#23 Wrightson Road, Port of Spain, Trinidad)

October 2015 to July 2016

Position: **Accounting Officer**

Duties:

* Process payroll monthly and fortnightly.
* Process invoices and credit notes.
* Generate reports as needed.
* Update and maintain accounts payable and vendor files
* Assist with system problems as needed.
* Assist in tock taking when required.
* Write cheques when required
* Answer calls, when needed
* Perform administrative duties when required
* Any other duties necessary.

St. Lucia National Youth Council: January 2013 to June 2015

Position: **Administrative Officer**

Duties

* Organize conferences, workshops, consultations etc.
* Manage the secretariat and be guided by the Executive General Secretary
* Oversee the daily operations of the council in terms of: all correspondence, record keeping, filing, and data storage and data management
* Maintain the general contact database
* Maintain an updated organizational profile
* Manage petty cash fund
* Provide expenditure reports for projects
* Assign and oversee duties of Field Officers
* Create and manage weekly work plan and delegate tasks to staff members
* Oversee office projects and initiatives
* Submit monthly progress reports
* Assist in organizing meetings for affiliates and general council members
* Submit project reports and other reports as required
* Maintenance of the office building, equipment and property
* Respond to queries via letters, emails and telephone calls
* Plan workshops, meetings and conferences as required
* Ensure timely payment of utilities and other overheads
* Draft correspondence as required
* Draft project proposals
* Maintain personnel files
* Maintain cordial relations with associates, the general public and partners

Sea Island Cotton Shop: February 27th 2012- October 31st 2013

Position: **Senior Accounts Clerk**

Duties

* Review, create and post payment and receipt journals
* Review and post purchase journals
* Prepare management accounts reports quarterly
* Reconcile vendors and customers accounts
* Calculate and Prepare Payroll Journal, Customs duties Journal, Royalties Journal, Monthly Standard Journals and other General Journals to reconcile accounts.
* Create debit and credit memos
* Arrange banking of cash
* Review and post purchase invoices and purchase receipts
* Update general ledgers
* Maintain attendance records
* Assist with shop stock audits

Internship: Accountant General’s Department: Treasury August 3, 2011 – August 24, 2011

St. Lucia Agriculturist Association Ltd: February 2008 – August 2009

Position: **Inventory and Accounts Clerk**

* Performed general office duties and administrative tasks
* Managed the internal and external mail functions
* Provided telephone support
* Maintained and up dated accounts receivable and payable files
* Reviewed and reconciled cashier’s sales slip with cash received
* Updated bank balance reports and sales report
* Managed petty cash
* Prepared receiving reports for goods received.
* Made local orders for goods when minimum stock level in reached.
* Performed cashiers duties when necessary
* Processed new inventory
* Provided damaged or stolen goods report
* Responsible for monthly stocktaking
* Calculated and provided prices for new inventory
* Wrote cheques when required
* Maintained fax, copier and other office equipment
* Managed general office stationery, and restocked stationery when required

Water and Sewage Company: February 2006 – July 2007

Position**: Field Inspector**

* Provided weekly reports of updated accounts
* Liaised with contractors in regards to relocations and location of water meters
* Handled customer complaints in the field
* Coordinated daily route schedule

Internships

* Bank of Nova Scotia: May 2005 – July 2005
* Ministry of Education: May 2004 – July 2004
* Ministry of Justice, District: June 2003 – August 2003

**EDUCATION**

**Certificate in Project Management**

University of the West Indies (St. Lucia Open Campus)

Morne Fortune

Castries

St. Lucia

May 2013-July 2013

**Bachelors of Science in Accounting (Hons.)**

University of the Southern Caribbean (Andrews University Affiliation)

Maracas, Royal Road, St. Joseph, Trinidad

September 2009- December 2011

**Associate Degree – Business Administration**

Sir Arthur Lewis Community College, Castries, St. Lucia

August 2003 – July 2005

Passes in six CXC subjects, including Mathematics and English

Castries Comprehensive Secondary School, Castries, St. Lucia

1999- 2003

**COMPUTER SKILLS**   
Microsoft Word, Excel, Access, PowerPoint, Microsoft Windows XP and Microsoft Office XP Professional, Peachtree and QuickBooks Accounting Software, C-Store Office Program.

**PERSONAL DATA**

Date of Birth: February 17, 1986

Sex: Female

**REFERENCES**

Mrs. Janelle Nicholls

Former General Manager

St. Christopher’s Service Station

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Port of Spain

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Mr. Kelvin Antoine

Vice President

St. Lucia National Youth Council

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