**Eldica Rosanne Hospedales**

**Address:** #377 Penal Rock Road, Penal

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**Mobile Numbers:** 779-6423/339-8023

# professional summary

A driven professional who has a track record of getting tasks/projects done on time and of the highest standards. A real driver of change, who relishes the opportunity to leverage my extensive business and communication background to influence strategic decisions at the top level.

**AREAS OF EXPERTISE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Administration/Project Management
* Business Development
* Planning and organizing
* Communication and Public speaking
* Customer Service

**KEY COMPETENCIES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Effective communicator & net worker.
* Excellent administrative and organizational ability.
* Knowledge of business principles and core values.

**PERSONAL ATTRIBUTES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Self-motivated and can act on own initiative.
* Can quickly learn in a consultative and complex industry.
* Excellent negotiation and problem solving skills.
* Flexible with working hours.
* Adaptable and have a positive attitude towards change.
* Motivated, persuasive, confident and goal oriented.
* Excellent communication and organizational skills.
* Tactful and articulate.

# Experience

Ministry of Social Development and Family Services Penal

Project Officer April 2014 – September 2016

Duties Performed:

* Plan, direct and co-ordinate activities of projects
* Conduct needs based assessment for poor and vulnerable clients to access poverty reduction grants
* Implement training programmes
* Establish partnerships with key organizations in the implementation of poverty reduction strategies
* Monitoring and evaluation of implemented projects

Ministry of the People and Social Development Penal

Administrative Assistant June 2012 – March 2014

Duties:

* Accurately typing information into computer database
* Attending to clients requests
* Writing up reports and correspondence
* Sorting and distributing incoming and outgoing mail

**EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University of the Southern Caribbean** Maracas, St. Joseph

Master of Arts: Human Communication May, 2013

**Andrews University** Berrien Springs, Michigan

Bachelor of Science: Business Education (Business Emphasis) May, 2010

**REFERENCES\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Wemberley Saney Mr. Imo Bakari

Principal Director

Siparia SDA Primary School The Centre for Drug Prevention Studies– USC

868-391-0549 868-778-5141