**RAENELLE MITCHELL-THOMAS**

37 Lovell Street Cane Farm, Tacarigua ˚ H: 640-9608 C: 714-9289 ° micmtress@gmail.com

**PROFESSIONAL SUMMARY**

Certified and experienced in delivering professional support founded on good work ethic and centered on achieving the organization’s goals

**SKILLS**

* Strong Interpersonal Skills
* Pleasant demeanor
* Multi-line Phone Proficiency
* Certified in Microsoft Office Suite
* Dedicated team player
* Excellent planner and coordinator
* Excellent communication skills
* Results - Oriented
* Efficient and Resourceful
* Critical thinker
* Fast learner; little to no supervision needed

**Business Operations Assistant 1**

**Ministry of Education –** Alexandra Street St. Clair

* Receive all incoming calls and messages via telephone 9/2004 – 11/2013
* Receive and disburse monies
* Prepare, Issue and Process correspondence and monthly reports
* Develop and Maintain an internal computer and cabinet filing system
* Manage Inventory System
* Greet visitors, Assess the nature of the visit and Redirect accordingly
* Registration of New Entrants
* Assist in the coordination of special events and other employee morale functions

**Purchasing Officer/Office Assistant**

**John Dickinson & Co –**Diego Martin Industrial Estate, Diego Martin

* Prepare by typing, company vouchers 8/2004 - 8/2004
* File and Retrieve records
* Receive, Transfer and Connect calls via switchboard

**Data Entry Assistant**

**Ministry of National Security c/o Immigration Office** – Frederick Street, Port of Spain

* Enter and Retrieve data via computer 11/2003-5/2004

**Remedial Teacher (Evening School)**

Malick Secondary School – Coconut Drive, Malick

* Teaching of English, Mathematics and Social Studies

**EDUCATION**

**Bachelor of Arts** – English Language with Literature and Education May 2016

**University of the West Indies** – St. Augustine Campus, Trinidad

**ACCOMPLISHMENTS**

* Assisted in the development and leadership of a Youth Club
* Co-Founded and launched an Alma-mater
* Coordinated and hosted first time ever events for said Alma - mater
* Coordinated and executed marketing strategies re said Alma – mater
* Implemented systems geared towards improving discipline among students, in new environments

**AFFILIATIONS**

* Mt. Pleasant Police Youth Club
* Malick Past Pupils Association

**CERTIFICATIONS**

* Induction Training for Police Constables
* Firearm Survival Training Course (four firearm types)
* Cambridge International Examinations (3 Advanced Levels)
* Caribbean Examinations Council (6 Ordinary Levels)
* Ministry of Science Technology and Tertiary Education:- On the Job Training

(Data Entry Operator)

* The Dispute Resolution Centre:- Trained Peer Mediator
* Daniel Educational Community:- Computer Certificate re Microsoft Word; Microsoft Excel; Microsoft Access; Desktop and File Management