**Name:** Ornella Lewis

**Address:** #35 Salick Trace Gonzales Village Guapo

**Date of Birth:** 26/08/1989

**Phone: 3417039, 6484034**

**Sex:**  Female

**Objective:** To build a performing Organization with innovation, competition and effective leadership by working with people around me to achieve great goals. .

**Education and Qualification:**

**School of Higher Education (Australian Institute of Business**)

Logistics and Supply Chain Management (In view) **2016-2017**

ABE Level 6 Advanced Diploma (Business Management) **2012-2014**

ABE Level 5 Higher Diploma (Business Management) **2011-2012**

**Vessigny Secondary School**

A' Levels & CXC Completed **2005-2009**

**Personal Development**

Purchasing and Supply for Businesses **2015**

Computer Literacy **2010**

Spanish Course **2007**

**Employment Experience:**

**Phillips Energy Services Ltd May 2015-Jan 2017**

**Position:** Procurement Specialist

**Duties**: Implement an Inventory system, maintain and monitor the logistics and procurement of the company’s equipment. Control the movements of onshore and offshore equipment. Drafting agreements and maintaining relationships with new suppliers. Managing the process of RFQs, Quotations and Purchase Orders. Control and manage the process involved for tenders, pre-qualifications and expression of interest to encourage diversity of the business for growth and continuity.

**Courts Optical (Unicomer) Trinidad**. **November 2013- May 2015**

**Position:** Optical Stock clerk (Optical Lab)

**Duties**: Checking and off shipments for frames and lenses. Monitor and Distribute optical supplies across the Chain. Providing reports to the Chain Manager of stock turnover on a weekly basis. Assisting the Lab Supervisor in making lenses for frames. Matching GRN/PO and invoices to pay suppliers.

**Courts Optical San Fernando**

**Position**: Branch Administrator

**Duties**: Assisting the branch manager with the daily reports, processing STN’s and GRN’s for the accurate flow of stock. Supervising, filing, job confirmation, pickup and deliver. Maintaining the smooth running of the business in the absence of the Store Manager.

**Point Fortin Board of Inland Revenue Division** **April 2011 - January2012**

**Position:** Clerk Assistant

**Duties**: Dealing with Tax Payers on a daily basis as a Customer Service Representative (CSR) and balancing of the Paymaster and Exchequer Account.

**Guapo Primary School October 2009 – April 2011**

**Position:** Teacher Assistant

**Duties**: Assisting the head teacher with recreational activities such as coaching football, jingle competition, choral speaking. Prepared SEA pupils Spanish class for examination.

**Ministry of Sports and Youth Affairs August 2010**

**Position:** Site coordinator

**Duties**: Supervising and managing full participation of over 72 children in their respective sporting areas, especially Cricket and Football. I also managed the activities of coaches, assistant coaches and marshals for an effective operation of the sporting area.

**Qualities:**

Result oriented

Great communication skills

Ability to multi-task and achieve results.

Excellent team player

**References:**

**Jitendra Ramai**

Senior Teacher.

Guapo Government Primary school

Point Fortin

Contact no. **728-1382, 648-4075**

**Clifford Campbell**

Project/Maintenance Engineer

Petrotrin Administration Building

Point Fortin.

Contact no. **680-2313, 3505372**