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| ***Quinn Yearwood*** | #87 Heron Avenue Phase 3 Malabar Arima  327-0102  yearwoodquinn@yahoo.com |

# Professional Profile

## Career Objective

To secure employment in an organization where my inherent and acquired capabilities can be fully utilized in furtherance of the organization’s objectives.

## Personal Profile

From my beginnings as a CSR, having to interact so closely with the public in the execution of my duties, I developed keen people skills. This skill in combination with hard work, discretion and commitment has contributed to successful work relationships in every position that I’ve held from that time to the present.

The knowledge and experience I’ve accumulated has proven to be not only timeless but invaluable and would serve to enhance any organization.

## Skills Summary

* A leader who is able to develop and motivate others to achieve targets.
* A proactive individual with a logical approach to challenges.
* A strong ability to manage tasks from conception through to successful completion.
* Performs effectively even within a highly pressurized working environment.
* An enthusiastic and dedicated professional with experience in administration.

# Professional Experience

## Technical Advisor to the Mayor (2008-2010)

* + *Responsible for the coordination of the relationship between the Mayor and the Corporation’s Administrative arm and the public*.
* Interacted with department heads towards the fulfillment of the Mayor’s directives.
* Organized town meetings.
* Represented Mayor at meetings and functions.
* Conducted research and wrote speeches to be used by Mayor in various forums.
  + *Received and addressed complaints and inquiries from the public.*
* Answered from knowledge or referred burgesses to the relevant agency of the State, Corporation or community organization.
* Created and maintained a database on the concerns of burgesses, relaying said information to the Mayor as necessary.
* Prepared reports and correspondence in response to public inquires.
* Maintained follow up procedures.
  + *Effective conflict-free management of the Mayor’s office and subordinate staff members.*
* Ensured that an efficient, professional, customer service oriented work environment prevailed at all times.
* Ensured that all members of staff were made to feel as a contributing member of a team, thereby boosting morale.
* Responsible for the opening and closing of the building in which the office was housed.

# *Quinn Yearwood*

## Secretary to the Mayor (2006-2008)

* + *Liaison for the Mayor’s office*.
* Sustained interaction with the offices of the Minister of Local Government and other Ministers on Mayor’s behalf to facilitate meeting schedules using several mediums.
* Attended to enquires over the telephone.
* Arranged meetings or made appointments for burgesses to have an audience with the Mayor.
  + *Records management*.
* Maintained a database of written typewritten and electronically written records and correspondence.
  + *Secretarial duties.*
* Took minutes at meetings using a recording device or speed writing techniques.
* Reviewed all letters, memoranda or other documents prepared for signature or attention of the Mayor.

## Customer Service Representative (2004-2006)

* Informed customers on products and services offered by the company with a view to secure the sale of same.
* Responsible for cash and hire purchase sales to members of the public in an efficient and courteous manner.

## Education

CXC O’LEVEL – Principles of Accounts (1) Office Procedures (1) Principles of Business (2) English (2) Human & Social Biology (3) Mathematics (3)

SBCS – ABE- Certificate Level: Business Administration

Introduction to Communication (A) Introduction to Accounting (A) Introduction to Management (C)

COSTAATT - BSc Basic General Nursing (currently being pursued)

**Affiliations: 2006-2010**

**Secretary of the Arima Carnival Committee & Arima Fest Committee**

* Prepared all correspondence for dispatch from the Committee to all stakeholders (sponsors, band leaders, Police etc)
* Established and maintained links with various media houses to facilitate the promotion and coverage of events planned by the Committee.
* Arranged for the infrastructural, labor and hospitality requirements for events planned by the Committee.

**Treasurer of the Arima Carnival Committee**

* Maintained the financial records of the Committee ● Issued payments on behalf of the Committee.
* Prepared Financial Statement for submission to the National Carnival Commission.

### REFERENCES ARE AVAILABLE ON REQUEST

#87 Heron Avenue ◆ Phase 3 Malabar Arima ◆ (868) 327-0102 ◆

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