Melony Mejias

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**CAREER OBJECTIVE**

I am seeking employment that would help me to exercise my full potential as well as to gain knowledge, skills and work experience that will benefit me in the future

**COMPUTER SKILLS**

* Typing,
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Light Room
* Photoshop

**WORK EXPERIENCE**

08/2016 -12/2016 **GUARDIAN LIFE OF THE CARIBBEAN**

***Records Management Assistant***

* Develop and maintain a filing system
* Updating of Records
* Data Entry
* Opened and properly distributed incoming mail
* Answered and directed phone calls
* Caretaking and updating records management systems
* Handling day-to-day requests from information destroying records that hold no further benefit.

07/2011 - 08/2012 **GUARDIAN LIFE OF THE CARIBBEAN**

***Adminstrative Assistant***

* Allocated work to employees
* Distributed mail
* Writing up of contracts
* Archiving
* Filing

01/2009- 11/2011 **JOES GUESTHOUSE**

* Bookings
* Customer Service Representative
* Handling day-to-day requests from information
* Answered and directed phone calls

**EDUCATION**

09/2004 - 06/2009 **DIEGO MARTIN SECONDARY SCHOOL**

***O’ Level Examinations 6 Units Passed***

* Principles of Business
* English
* History
* Literature
* Mathematics
* Spanish
* Human and Social Biology

**OTHER -**

2013 Owner of Melony Mejias Photography

2014- Social Media Administrator for artist Superblue

**References**

**Available on request.**