**JULIETTE M. CONTRERA**

#76A First Street, Sun Valley Road,

Lower Santa Cruz, San Juan

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**PROFESSIONAL EXPERIENCE**

12/2012 – 04/2017: **NORMANDIE HOTEL**

*Administrative Assistant*

* Receiving and distribution of mails to the various departments / tenants
* Answering incoming calls and receiving phone messages for department personnel.
* Calling clients for collection of cheques
* Distribution of cheques
* Typing of legal documents and bank letters etc
* Recording invoices, letters and statements
* Entering employee attendance record for payroll
* Assisting with stock check at month end.
* Assisting Department Head and Supervisor with any other offices tasks as may be assigned

09/2006 – 12/2012: **ASSOCIATION OF CARIBBEAN STATES**

*Receptionist/Registrar*

* Distribution of mail
* Greeting Diplomatic Personnel, Ambassadors etc.
* Updating of Registry Classification Listing, Staff Address Listing and Extension Listing
* Document filing for the departments (Administration, Tourism, Trade, and Natural Disasters)
* Purchasing office stationery
* Assisting the Administration Department for Intercessional Preparatory Meetings (photocopying of documents, binding and sorting and purchasing of stationery

2004 – 2006: **CHANKA SEETARRAM & CO**

*Receptionist*

* Answering incoming calls
* Receiving and distribution of mail
* Document Filing
* Greeting guest and other personnel
* Assisting Department Head with any other offices tasks as may be assigned

1999-2004:    **GUYANA EMBASSY, CARACAS, VENEZUELA**

*Bilingual Clerk / Receptionist*

1994 –1999:    **SUPER CABLE A.L.K. INTERNATIONAL CO.**

**CARACAS, VENEZUELA**

Bilingual *Secretary / Receptionist*

1986 –1987   **TRINIDAD & TOBAGO**

**ELECTIONS & BOUNDARIES COMMISSION**

*Secretary temporary for Elections*

**Education**

2017 CCEI Child Care Educational Institute

Early Childhood Care & Development

1996   Supercable, Venezuela.

Course in Microsoft Windows, Word, Excel.

1995    Supercable, Venezuela.

Receptionist Course in Switchboard Operation

1993    Zenith Educational Institute.

Word Processing Course.

1989    Paul’s Secretarial School.

Secretarial / Receptionist & Cashier Course.

1986    Trans-World Tutorial College.

Office Clerical duties.

Shorthand.

1980 -1982   St Mary’s Commercial School

           Pitman Examination- Typing

           Pitman Examination- Intermediate English.

1978 -1980   ARCHIBALD’S VOCATIONAL INSTITUTE.

           Pitman Examination – Elementary English.

1968 -1977   Tunapuna Girl’s R. C School.

            School Leaving Certificate. 