tiffany williams

Lp #172 Todd`s Station Road, Talparo

1 (868) 280 - 4011 | Tiffany.Williams@ttps.gov.tt

# Objective

To acquire a professional opportunity whereby my skills (human, technical, conceptual) and experience, can be fully utilized in making a significant contribution to the success of my employer; in accordance with the strategic organizational goals and objectives of the Organization.

# Education

## master of business administration (MBA)

## | SEPTEMBER 2016 – SEPTEMBER 2017 | CURRENTLY PURSUING

## **ANGLIA RUSKIN UNIVERSITY**

* Human Resource Management

## diploma | 2015-2016 | **uwi roytec**

* Project Management

## certificate | 2016 | **university of the west indies, open campus**

* Human Resource Management 1

## bachelor of science degree (BSC) hons | 2013-2016 | **university of the west indies**

* Major: Sociology

## certificate | 2011-2013 | **university of the west indies**

* Psychology

## cxc | 2005-2010 | **northeastern college**

* 7 O`Levels (English A, Mathematics, Principles of Business, Principles of Accounts, Social Studies, Economics, Integrated Science)

# Skills & Abilities

## leadership/ conceptual skills

* Ability to think critically - usually approaches problem solving logically by researching options, avoiding biases and focuses on meaningful data to draw the right conclusions; even under pressure.
* Innovative, strategic thinker, strong customer/ colleague focus, creates a climate of reciprocal trust, is persuasive and candid in communication

## human skills

* Effective communicator, strong interpersonal skills, able to adapt to any environment/ culture driven organization and always enthusiastic about learning new processes/ skills.

## technical skills

* Training as evident Human Resource procedures and practices, Project Management, Psychology, Research, Health and Safety practices, etc.

# awards

2015/2016

Certificate of Appreciation

Secretary of OSH Committee

Trinidad and Tobago Police Service, Police Academy

CXC -2011

CERTIFICATE IN BUSINESS STUDIES

NORTHEASTERN COLLEGE -2008

Winner of Spelling Bee Competition

BUSINESS AND TECHNOLOGY DEVELOPMENT CENTER-2009

Certificate of Participation in Accounting

# Experience

## BOA II  | MINISTRY OF NATIONAL SECURITY : POLICE ACADEMY | FEBRUARY 2015 – PRESENT

* Supervises the work of employees performing a variety of routine to complex clerical/secretarial and administrative support duties by assigning and reviewing work and providing guidance.
  + Supervision given to thirteen (13) On-the-Job-Trainees
  + Supervision given to filing clerk within the Corporate Services Department
* Trains and guides staff in performing work assignments.
* Co-ordinates the planning and management of meetings and workshops/ training
  + Monthly Staff meetings
  + Health and Safety Meetings
  + Quality Management Meetings
  + Meetings with external stakeholders
* Hosted health and safety meetings during absence of Chairman.
* Assisted in the lecturing/ facilitation of Customer Service, Project Management, and Financial Literacy trainings.
* Coordinates, schedules and assists in the management of external stakeholders providing services to the Academy e.g City Corporation, Horticulture, Ministry of Health, Insect Vector, SWIMCOL, Fire Services, WASA, PRICESMART, etc.
* Prepares and/or guides the preparation of complex correspondence, spreadsheets, reports and other documents.
* Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment.
* Performs administrative support duties for managerial/professional/technical staff such as: - Reviewing and screening incoming correspondence, making preliminary assessment of its importance, handles some personally or forwarding to superior; - Receiving and screening incoming calls and visitors, determining priority matters and notifying superior according; and
* Co-coordinating and managing the superior’s calendar by arranging appointments and engagements
* Performs all required Human Resource functions for forty-six (46) Civilian Staff members, and submit to the relevant authorities
* Assists with Research projects: Administers research and/ or evaluation instruments, compiles processes and analyzes data, records research procedures and results, maintains records, codes data for input for electronic data processing, inputs and retrieves data on the computer, generates reports and provides readily accessible data for the research coordinator.

## secretary | watts engineering ltd.  |  march 2013- november 2014 & june – november 2010.

* Manage all stocks and equipment at the Office and on the various sites
* Prepare correspondences, make preliminary assessment of its importance, handles some personally or forwarding to superior; - Receiving and screening incoming calls and visitors, determining priority matters and notifying superior according;
* Prepare fortnightly and monthly salary payments for staff.
* Purchase stocks in absence of purchasing officer.
* Issue, records and manage the distribution and allocation of petty cash
* Performs all banking functions for the company (cheque deposits, cashing of cheques, wire transfers, obtaining of foreign currencies, etc)
* Monthly site visits to ensure staff are properly recording and securing tools and equipment

# REFERENCES

Mr. Stephen Williams

Commissioner of Police (Ag.)

Trinidad and Tobago Police Service

1868 703- 5776

Pastor David Charles

Faith United Ministries

643-7028

Other references available upon request