RENELLE HAYNES

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**OBEJECTIVE:** SEEKING A GOOD OPPORTUNITY THAT ENABLES ME TO IMPROVE MY SKILLS, INCREASE MY PRACTICAL EXPERIENCE, FULFILL MY PERSONAL AMBITIONS AND EXPAND MY KNOWLEDGE AT YOUR ORGANIZATION. A DEDICATED WORKER AIMING TO HELP ACHIEVE COMPANY GOALS AND TAKE ON RESPONSIBILTY.

**EDUCATIONAL INSTITUTES**

THE UNIVERSITY OF THE WEST INDIES ST.AUGUSTINE (2014 - PRESENT)

THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS (2013 - 2014)

ST.FRANCOIS GIRLS’ COLLEGE (2007 - 2012)

**EDUCATIONAL ACHIEVEMENTS**

B.Sc. MANAGEMENT STUDIES - PRESENTLY (THE UNIVERSITY OF THE WEST INDIES ST.AUGUSTINE)

CERTIFICATE IN BUSINESS MANAGEMENT (THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS)

SECONDARY - 8 CXC PASSES (ST.FRANCOIS GIRLS’ COLLEGE)

BIOLOGY **3**

ENGLISH A **1**

ENGLISH B **2**

FOOD&NUTRITION **1**

GEOGRAPHY **2**

MATHEMATICS **3**

PRINCIPLES OF BUSINESS **1**

SPANISH **2**

**CERTIFICATES**

JUNIOR ACHIEVEMENT TRINIDAD AND TOBAGO – CERTIFICATE OF ACCOMPLISHMENT

ROYAL BANK OF CANADA/RBC YOUNG LEADERS- CERTIFICATE OF ACHIEVEMENT

**PROFESSIONAL EXPERIENCE**

THE TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSITUTE/TTHTI JULY 25TH – 29TH 2011

(ON THE JOB TRAINING PROGRAMME) TRAINING COVERED:

* BUSINESS ADMINISTRATION:-
* PLANNING
* ORGANIZING

ALBROSCO LIMITED 2012 – 2015 (HUMAN RESOURCE OFFICE ASSISTANT)

* FILING
* TYPING
* DATA ENTRY
* PREPARING MONTHLY REPORTS
* OPERATING STANDARD OFFICE EQUIPMENT
* INTERACTING WITH EMPLOYEES & CUSTOMERS FACE TO FACE OR VIA TELEPHONE
* PAYROLL
* OPERATING SWITCHBOARD
* DEALING WITH EMPLOYEE MATTERS

**ADDITIONAL SKILLS**

* GOOD ORGANIZATINAL SKILLS
* COMPUTER LITERATE
* PROFICIENT IN MICROSOFT OFFICE
* FAST LEARNER
* EASILY ADAPTABLE TO ANY ENVIRONMENT
* GOOD COMMUNICATION SKILLS
* TEAM PLAYER