**ADEOLA POLLARD**

#2 Carter’s Lane, Evans Street, Curepe

Email: adeolapollard@hotmail.com

Tel: (868) 749-3056

**Professional Summary**

A self-motivated and resourceful individual with the ability to deliver excellent customer service and interact with persons at all levels.

**Work Experience**

|  |  |
| --- | --- |
| **Recruiting Officer**  ***Public Services Association***  2010 - present | * Exceed association monthly targets for membership recruitment * Daily recruitment of members to the Public Services Association Union * Educate potential members on the importance and benefits of union membership * Provide ongoing support and maintain customer service relations with current membership |
| **Supervisor, Claims Department**  ***Public Services Association***  2002-2010 | * Supervise the Medical Claims Department team. * Provide prompt response and settlement of all public servant medical claims * Provide tactful and agreeable resolution of all concerns and queries * Ensure satisfaction of public servants serviced by the Association |
| **Self-Employment**  ***Ade’s Sewing Shop***  1994 - 2002 |  |

**Education**

|  |  |
| --- | --- |
| **Cipriani College of Labour and Co-operative Studies**  July 2009 | Certificate in Marketing |
| **University of the West Indies, School of Continuing Studies, St. Augustine Campus**  2008/2009  **SCBS----** Diploma in Acca accounts  Present level 2 student | Certificate in Computer Literacy |
| **Cipriani College of Labour and Co-operative Studies**  May – July 2008 | Certificate in Introduction to Public Relations/Marketing |
| **School of Practical Accounting and Accounting Services**  October 2007 | Apprenticeship Programme in Practical Accounting |
| **School of Practical Accounting and Accounting Services**  September 2007 | Advanced Practical Accounting |
| **School of Practical Accounting and Accounting Services**  August 2007 | Certificate in Excel and Peachtree Accounting |
| **Rafeek Memorial T.M.L School**  1989 -1994 | CSEC Certificate – English A, Mathematics, Principles of Business and Social Studies |
|  |  |

**Professional Skills**

*Skills*

* Excellent interpersonal and communication skills
* Excellent customer service and marketing skills
* Self-motivated, resourceful with ability to take initiative
* A good team player
* Proficiency in MS Office (Word, Excel, PowerPoint)
* Basic proficiency in Peachtree Accounting
* Payroll
* Financial Statements
* Receivable
* Payable

**CAN NOT WORK ON WEEKENDS**

**References**

Sharon George

Public Service Association

Abercromby Street, Port of Spain

Tel: 623-5472/3091727

KEREN Menrose

Instructor

University of the Southern Caribbean

Royal Maracas Road, St. Joseph

Email: monrose@usc.edu.tt

Tel: (868) 473- 7324