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| ESTHER Alexander  |  | | --- | |  | | HADASSA57@LIVE.com | |  | | 492-0616/637-2280 | | profile I am a detailed results-oriented, resourceful professional with an exceptional work ethic, committed to achieving excellence. My objective is to secure a PERMANAENT position within a large organization with the opportunity to utilize my experience, knowledge and skills gained in confidently adding value and contributing to the success of the organization, whilst welcoming new challenges. | | Skills A highly effective writer; able to communicate complex ideas clearly and concisely. Advanced understanding of grammar and language usage. Flexible and analytical with a keen eye for details; skilled at synthesizing and editing information to achieve overall objectives. | |  | |  | | --- | | ExperienceHUMAN RESOURCE assistantjudiciary of trinidad and tobagohuman resource management unitcorner DUKE & pembroke streetsport of spainFeb 18, 2015 – Feb 17, 2017  * Request to fill Vacancies * Advertising the Post, using the job description from the Cabinet Minute the advertisement is sent to Unit Heads for review and then   advertised internally or externally   * Reviewing applicants and prepares a shortlist of suitable   candidates on the basis of the job requirements as outlined  in the advertisement   * Arrange interview packages for panel members as well as Inform   the interviewees of the date and time to be interviewed   * Collate Interview Score sheets, once done they are tallied and   typed in the relevant format and forwarded to panel members  for review and recommendations. Based on the position  candidates may be required to complete a technical assessment  and/or a psychological assessment   * Update contract employees gratuity sheets with respect to   Sick/Personal and Vacation Leave and give feedback   * Type letters of approval for persons applying for such leave * Bringing on new employees on Accounts and IHRIS system,   preparing relevant documents for such persons office assistantjay refinne enterprisediego martinJuly – Aug 2014  * Coordinated appointments * Sent emails on her behalf * Kept computer records up to date * Typed and set up documents such as letters and   reports accounts cashierdiego martin regional corporationaccounts department16 – 17 Diego martin main roaddiego martinJune – Sept 2012  * Issued cheques to daily paid/contract workers * Prepared cheques for distribution * Liased with payroll * Responsible for taking records and keeping them up   to date | | Education **FLIGHT ATTENDANT SWIMMING CERTIFICATE (JULY 2017)**  Certificate of Participation  Young Men's Christian Association of Trinidad and Tobago (YMCA)  Benbow Road, Off Wrightson Road, Port of Spain  **BASIC FIRST AID & CPR COURSE (MAY 2017)**  Certificate of Participation  St. Johns Ambulance Association and Brigade  Wrightson Road Extension, Port of Spain  **BBA HUMAN RESOURCE MANAGEMENT (2011 – 2015)**  University of the Southern Caribbean  Maracas Royal Road, Maracas, St. Joseph  **EXPLORING CONTEMPORARY ISSUES FOR THE BUSINESS PROFESSIONAL (MARCH 2015)**  Certificate of Participation  University of the Southern Caribbean  Maracas Royal Road, Maracas, St. Joseph  **CERTIFICATE OF ACADEMIC MERIT (MARCH 2015)**  University of the Southern Caribbean  Maracas Royal Road, Maracas, St. Joseph  **CERTIFICATE OF ACADEMIC MERIT (MARCH 2014)**  University of the Southern Caribbean  Maracas Royal Road, Maracas, St. Joseph  **CAPE A’LEVELS (2009 – 2011)**  Sixth Form Government Polytechnic Institute  Ethel Street, St. James   * Communication Studies * Caribbean Studies * Management of Business Units I and II * Economics Units I and II   **CXC O’LEVELS (2004 – 2009)**  Diego Martin Government Secondary School  Wendy Fitzwilliam’s Boulevard, Diamond Vale, Diego Martin   * English A * Social Studies * Principles of Business * Human and Social Biology * Home Economics * Mathematics (Jan 2017) * Elementary Spanish I (USC 2013)   **BASIC WORKSHOP IN IMAGE MANAGEMENT (SEPT 2006)**  Certificate of Participation  Diego Martin Government Secondary School  Wendy Fitzwilliam’s Boulevard, Diamond Vale, Diego Martin  **BASIC HIV/AIDS AWARENESS WORKSHOP (OCT 2006)**  Certificate of Participation  Diego Martin Government Secondary School  Wendy Fitzwilliam’s Boulevard, Diamond Vale, Diego Martin |  | |

## references

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