**MARSHA RAWLINS**

**#164 JASPER AVENUE**

**DIAMOND VALE DIEGO MARTIN**

**WORK EXPERIENCE**

**Marsha.rawlins@yahoo.com**

**RENTOKIL INITIAL Oct 1998- Feb 2017**

**RECEPTIONIST ADMIN ASSISTANT**

* Answering incoming and outgoing calls
* Accepting payment from customers and providing them with a receipt.
* Complete daily deposit of all sales.
* Schedule meeting and training room bookings as requested by department heads.
* Make transport and Travel arrangements for managers and staff members.
* Sort incoming and outgoing mail
* Assist the office manager with administrative Duties.
* Make appointments with service providers for repairs or service of office
* equipment.
* Provide monthly sales reports and assist with over the counter sales.
* Handel key Account Appointments.
* **TSUNAMI LIMITED Dec 1997–1998**

**ADMINISTRATIVE ASSISTANT**

* Sending out Surveyors
* Maintaining accounts
* Typing reports
* Preparing Certificates
* Filing Confidential documents

**CATHEDRAL CREDIT UNION Sep 1993-1996**

**CO-OPERATIVE SOCIETY LTD**

**ADMINISTRATIVE ASSISTANT**

* Receiving incoming/ outgoing files
* Filing of confidential documents
* Telecommunications
* Recording incoming/outgoing mail/typing documents.
* Assisting with preparation of monthly reports
* Assisting with Co-ordination of meetings

**CUSTOMER SERVICE /SHAREWITHDRAWLS**

* Enrolling new members
* Updating and rectifying of passbooks
* Financial counseling to members
* Dealing with customer’s inquiries
* Preparing of tax statements
* Enrolling members in the Group Health Program.

**RECOVERIES DEPARTMENT**

* Collection of payments
* Audit member’s files
* Send out letters
* Attend to members

**EDUCATIONAL BACKGROUND**

1985-1991 CORPUS CHRISTI COLLEGE

1975-1985 DUNROSS PREPARATORY SCHOOL

**QUALIFICATION**

**EXAM SUBJECT GRADE**

CXC ENGLISH LANGUAGE 3

CXC PRINCIPLES OF BUSINESS 1

CXC SOCIAL STUDIES 2

**Pitman Typing Exam** Elementary / Intermediate

**Pitman Mathematics**  Elementary/ Intermediate

**COURSES COMPLETED AT (INTAD) 2016**

Certified Executive Assistant

Short courses in Customer Service, Front Desk Management & Telephone Etiquette.

Event Management Public Relations & Protocol Practices.

Supervisory and Management Skills.

**HOBBIES**

Meeting people travelling, working with special needs children and working with animals

**REFERENCES**

**Veronica Drakes-James**

Former Accounts Manager Rentokil Initial 640-0020

**Mrs. Patricia Mc Kell**

Former Manager Rentokil Initial 374-6896