jadesent@gmail.com ⧫ # 180 B Western Main Road St James Port of Spain⧫ 868-779-8511

Shelly Ann spence

**Objectives**

To succeed in an environment of growth and excellence and earn a job which provides me with job satisfaction and self development and help me achieve personal as well as organizational goals.

**Education**

**Pleasantville Senior Secondary**

English A II

English B II

Geography II

Caribbean History II

Office Procedures I

Social Studies II

Principles of Business II

Mathematics III

Microsoft Office Suite

**Experience**

Tru Valu Supermarkets Purchasing Department

National Insurance Board Human Resources Planning Department

Jades Enterprises Procurement Manager

**Skills**

* **Communication:**  writes clearly and concisely, speaks effectively, listens attentively, openly expresses ideas, negotiates/resolves differences, provides feedback, persuades others, provides well-thought out solutions, gathers appropriate information, confidently speaks in public  
    
  **Interpersonal Skills:**  works well with others, sensitive, supportive, motivates others, shares credit, counsels, cooperates, delegates effectively, represents others, understands feelings, self-confident, accepts responsibility  
    
  **Research and Planning:**  creates ideas, identifies problems, meets goals, identifies resources, gathers information, solves problems, defines needs, analyzes issues, develops strategies, assesses situations  
    
  **Organizational Skills:**handles details, coordinates tasks, punctual, meets deadlines, sets goals, keeps control over budget, plans and arranges activities, multi-tasks

**REFERANCES**

Ms. Pat Victor Wilson NIB Human Resources