**Charlene D. Nelson**

194 Brassia Drive

Orchid Gardens

Pleasantville

San Fernando

Trinidad and Tobago

Tel: 1-868-392-1873/796-8854

Email: [snalinesnaline39@gmail.com](mailto:snalinesnaline39@gmail.com)

**Skills**

* **Customer Service**
  + Receptionist/Secretary with over twelve (12) years’ experience at various institutions, i.e. Primary School, Secondary School, Tertiary Institution, Optometrist Office, Church and Church Youth Group
* **Management**
* Supervisor at clothing and shoe store;
* Coordinator (Ag) Procurement/Housekeeping/Transportation Dept.
  + - * Ensured that all campus vehicles were repaired
      * Arranged drivers work schedule bi-weekly
      * Payroll for drivers
      * Purchased all parts for vehicles
      * Purchased furniture and stationery for campus Dept.
      * Worked with graduation committee for four years
      * Liaise with suppliers re payment and invoicing and contracts
      * Work along with upholstery cleaning and repair service
      * Liaise with Finance Dept. re P.O.’s and payments
      * Go between for housekeepers and Director
      * Payroll for housekeepers
      * Liaise with Plant services & Finance for disposal of assets
      * Assist Director of Procurement and Housekeeping
* **Event Planning, Organizing & Decorating**
  + Coordinated and organized Barbeques, Curry-Ques, Ital-Ques. Fashion Show and Tea Party, Cake Sales, Baby Showers, Bridal shower, Church Concert, Church Visitor’s Day and Weddings
* Assisted in planning and coordinating Theological Seminar, Company Sports and Family Day for two consecutive years
* Planned and coordinated Annual Retreat and staff appreciation day for three consecutive years

**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Education**

**\* Diploma in Procurement and Supply (currently pursuing)**

Chartered Institute of Procurement and Supply (CIPS) UK online **2015-pres.**

* **BBA – Management (currently pursuing) 2012 – pres.**

University of the Southern Caribbean, Maracas St. Joseph

* **Certificate in O.S.H.A 10hours in General Industry 2012**

University of the Southern Caribbean, Maracas St. Joseph

* **Certificate in Event Management & Planning 2011**

Arthur Lok Jack Graduate School of Business, U.W.I

* **Diploma in Management for Administrative Professionals 2010**

U.W.I School of Business & Applied Studies Limited (ROYTEC),

Port-of-Spain

* **Certificate in Child Psychology 2006**

University of West Indies, St. Augustine

* **CXC O’ Levels & G.C.E.**
* Mathematics II
* English II
* Office Procedures II
* Typing II
* Principles of Business II
* Social Studies II
* Human & Social Biology B+

**Related Experience**

**\* Procurement Officer, Procurement and Housekeeping 2015-August 2017**

University of the Southern Caribbean, Maracas St. Joseph

**Coordinator (Ag.), Transport, Procurement & Housekeeping Jan 2014-2015**

University of the Southern Caribbean, Maracas St. Joseph

* **Administrative Assistant** **May 2009 - Dec 2013**

University of the Southern Caribbean, Maracas St. Joseph

* **Administrative Assistant July 2006 - May 2009**

Cite Up Ltd, Palmiste San Fernando

* **Optical Assistant April 1998 - July 2006**

Allison’s Eye Centre, Arima

* **Supervisor**   **1998 (6 months)**

Lesand’s Clothing and Shoe Store

* **Secretary - OJT 1994-1995 (1 ½ years)**

San Juan Presbyterian School, Cor. Saddle & Mission Roads, San Juan

* **Secretary in Training – OJT 1994 (6 months)**

Success Laventille Composite School

**References**

**\* Bernadine McIntyre**

Director

Procurement Department

University of the Southern Caribbean

733-7998

* **Kenneth Corbie**

Director/Owner, Yes Careers,

652-9084

* **Wismark Weekes**

Pastor, Church of God 7th Day

762-2339

\* **Denise Nelson**

Teacher 1

788-6789