**Melissa Brereton**

****305 Boodoosingh Drive, Battoo Avenue, Marabella****

****Tele: 658-1021 / 777-4471****

**Email:** [**breretonmel@gmail.com**](mailto:breretonmel@gmail.com)

PROFESSIONAL EPERIENCE

**HEAVEN TOUCHING EARTH INT’L MINISTRIES**

**Administrative Assistant, 2015-2017**

* Schedule and coordinate meetings, appointments, and travel arrangements for pastors and ministers
* Manage all income and expenses of the three churches, and submit reconcile reports
* Update and maintain church policies and procedures
* Plan church events and manage the everyday processes of the churches
* Handle all request and queries both internally and externally from the church

**Ultimate Drywall Supply Limited**

**Sales Representative, 2013-2014**

* Servicing existing accounts, obtain orders, and establish new accounts by planning and organizing daily work schedule.
* Visit clients to demonstrate use of products, show samples and take orders.
* Monitor competition by gathering current marketplace information on pricing, products, new products, and delivery schedules.
* Resolved customer complaints by investigating the problems, developed solutions, prepared reports, and made recommendations to management where necessary.
* Contributed to team efforts by accomplishing related results as needed.

**PUBLIC SERVICES ASSOCIATION**

**Customer Relations Officer, 2012-2013**

* Receiving customer complaints or inquiries and responding with resolves where necessary
* Update members database and process new members applications
* Compile daily, monthly and quarterly reports for managers and board members
* Plan and contribute to the development of new strategies for the union

**TRIPLE “S” TILING SERVICE COMPANY LTD**

**Store Manager, 2008-2012**

* Develop business strategies to increase sales and optimize profitability
* Maintained supplies and inventory by checking stock to determine inventory levels anticipating needed supplies, placing and expediting orders for supplies
* Undertake other duties such as banking, credit control and payroll functions
* Complete store administration, train and motivate sales staff
* Additional store manager duties as needed

**SOUTH WEST REGIONAL HEALTH AUTHORITY**

**Hospital Stores Clerk, 2005**

* Received and distributed orders to various hospital departments
* Communicate with internal customers to answer questions, take orders or complaints
* Maintained files and records so they remained updated and easily accessible
* Assisted in office management and other duties assigned

**CHAOS INTERNATIONAL LIMITED**

**Secretary, 2002-2004**

* Answering phone calls and redirecting them when necessary
* Managing the daily agenda, arrange meetings and appointments
* Prepare correspondence, memos, forms and take minutes of meetings
* File and update information of employee, customers and suppliers
* Monitor office supplies and place appropriate orders

**EDUCATION**

**ANGLIA RUSKIN UNIVERSITY**

Bachelor of Arts in Business Management, 2016

* Obtained at SAM’S CARIBBEAN LIMITED

**ADDITIONAL SKILLS**

* Computer Literacy & Microsoft Office Suite
* Human Resources Management (Introduction & Advance Levels)
* Quality Management
* Industrial Relations
* Peachtree Accounting

REFERENCES

Ms. Keisha Braxton

Ag Quality Control Officer

South- West Regional Health Authority

1-868-648-0598/ 1-868-749-9672

Mrs. Jocelyn Derry-Harry

Administrative Secretary

Heaven Touching Earth Int’l Ministries

1-868-719-5399/ 1868-381-2103