**Melanie Williams**

**Contact: (868)275-0552 / (868)709-0949**

**Email:** [lilos101@yahoo.com](mailto:lilos101@yahoo.com)

**Administrative Assistant with 7+ years’ experience supporting Directors’ and Senior Management, preparing reports, processing payroll and inventory management.**

**Looking to leverage my knowledge and experience in Marketing, Communication and Brand Management**

Professional Experience

**Administrative Assistant - BPTT Ltd November/December 2016 (temporary)**

* **Data migration Ican Database**

**Marketing and Communications Assistant - VENTURE Credit Union May 09th - October 04th 2016**

* Administrative support – Marketing and Communications department
* Prepare and coordinate events seminars and promotional activities
* Coordinate and update social media (Facebook) and web content
* Product and services management
* Liaison officer for credit union and host companies
* Liaison – Media, Advertising Agencies and Graphic artist personnel
* Purchasing – promotional items, product and services flyers banners etc.
* Social and Educational Committee member
* Assist with development and monitoring procedures necessary for the operations of the marketing and communications department.
* Coordinate the appearance of all print and electronic media for the organization
* Responsible for achieving marketing goals and objectives with the aim of increasing marketing share and revenue

**Human Resource/Administrative Assistant - INTEX - March 02th - November 03 2015**

* Administrative, Payroll and Directors support

**Administrative Assistant - Anthony P. Scott Ltd. March 10th - June 30th 2014**

* Administrative, payroll and Senior Management and Directors’ support
* Supervisory duties (Receptionist, Courier & Maintenance workers)

General Administration:

* Arrange all business trips, flight bookings, hotel reservations
* Prepare and process all purchase orders on behalf of Administration, Housing and Warehouse
* Inventory control
* Purchasing

**Accounts Receivable Clerk (Credit Department) – Oscar Francois Ltd. February 17th 2011 – April 2012**

* Communicate with customers on overdue payments
* Generate aging reports and communicate with sales staff on collection of overdue payments
* Create customer accounts via Great Plains and share account information with sales team
* Address customer queries on invoices and credit notes and follow-up on same, review physical invoices for discrepancies
* Maintain filing systems (electronic and hard copy) for invoices and related documents
* Post all customer invoices, payments and related documents to customer account via GP
* Support Sales and Credit Manager in daily duties

**Administrative Assistant - Oscar Francois Ltd. April 2012 – March 10th 2014**

Property Administration:

* Follow up with contractors to ensure completion of projects in agreed timelines.
* Provide daily status reports on projects to Logistics and Distribution Manager

Accounts Administration:

* Prepare and process all purchase orders on behalf of Logistics & Distribution Division
* Prepare weekly payment for Contract Delivery Drivers

HR Administration:

* Ensure employee files are updated in agreed timelines
* Prepares timesheet weekly for temporary employees
* Preparation of overtime payments & roster allowance for monthly paid
* Assist with administration of company benefits program- health benefits, claims, leave /vacation entitlement.
* Assist with coordination of special events
* New employees Induction
* Manage time and attendance time clock system
* Monitor daily and quarterly staff attendance and absenteeism
* Prepare absenteeism and late report for department Manager & Human Resources

Marketing & Sales Functions:

* Export function (preparing of documents & products for cold chain products)
* Prepare shipping documents, Caricom Invoices, Shipping Package & contact shipping company for packages.
* Handle inquires form Sales Department, customers and drivers
* Preparation of Consumer, Agri-Vet and Pharmaceuticals reports.

General Administration:

* Obtain quotations for forklift and other warehouse equipment, purchasing of office equipment, stationery and safety wear etc.
* Maintains stationery inventory for Logistics division
* Minute taking, preparation and distribution of minutes
* Coordinate travel arrangement for Tobago deliveries & liaise with Tobago customers
* Working with department heads to ensure smooth flow of information between Head Office and Logistics
* Responsible for maintenance of equipment, servicing and replacement
* Senior Manager(s) support functions

**Accounting Assistant-Receivables/Collections - National Shoe Manufacturing Company- April 14th –July 30th 2010 (PT)**

**Accounts/Collections Officer-** **BorderCom International September 03rd 2008- March 14th 2010**

Education

* Business Management and Marketing – Association of Business Executives (presently)
* El Dorado Secondary Comprehensive School – September 2002- July 2005

English 2

Principles of Business 2

Electronic Document Preparation and Management 2

Office Procedures 3

Human and Social Biology 3