Curriculum Vitae

PERSONAL IDENTITY

Name : Melissa Jupiter-Joseph

Date of Birth : 20th September,1983

Marital Status : Married

Address : Lot # 9 Mc Clean Trace, Las Lomas 1

Phone : (868)746-1282

Email: [melissajupiter84@gmail.com](mailto:melissajupiter84@gmail.com)

**OBJECTIVE**

To obtain a position that will enable me to use my organizational skills, educational background and my ability to work well with team.

EDUCATIONAL BACKGROUND

* **2016 – Present School of Higher Education LTD**

Abe Diploma 4 in Human Resource Management

* Intro to Business Communication
* Business
* Managing People
* Personnel Administration
* Quantitative Methods for Business Management
* Organsiational Behaviour
* The Business Enviroment
* **2001 - 2002** Eastern Communiy College
* Mathematics 2
* English 3
* Principles of Account 2
* Office Procedures 2

PROFESSIONAL TRAINING EXPERIENCE

* Computer Literacy Course
* Graphic Design

WORK EXPERIENCE

* **Nov 2005-Present Stanley’s Woodfinishes Limited**

**#39A Eastern Main Road, Laventille**

Administrative Officer

* Accounts petty cash flow
* Answering company telephone and taking messages
* Taking inventory for goods stored
* Responsible for all typing, faxing, scanning, printing, filing
* Collection of cash/cheques from customers.
* Preparing and submitting quotations
* Weekly staff payroll and distribution slip
* Provide Monthly report to Management

* **Oct 2002-Oct 2005 Westport InternationalTrincity Mall, Trincity**

Manager

* Balance the books and cash at the end of the work day
* Assisted customers on a daily basis
* Responsible for the company’s inventory
* Calculated the actual sales of the work day

HOBBIES

* Reading (Novels)
* Drawing
* Interacting with people
* Planning and organizing Events

REFERENCES

Ms.Simone Maynard

Administrative Assistance

Caribbean Airlines Limited

IrerHouse , Golden Grove Road, Piarco

(868) 669-300ext 2459

(868) 385-5239

Mrs. Nikeisha Fernandez-Cordner

Supervisor/Senior Marketing Executive

School of Higher Education Ltd

(868) 489-1113

(868) 675-2348

Mrs. Cecily Maynard-James

Administrative Assistance

Premium Security Services Limited

(868) 358-3114