**Jacinta Williams** 

#20 Bennet Drive

Palmiste

San Fernando

Phone# 792-6529/ 366-8314

Email: jacintalatoyawilliams@gmail.com

The Human Resource Manager,

I am writing to express my strong desire in working at your company as an administrative/ clerical assistant. I am a highly capable and experienced administrative professional. In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents and detailed preparation of reports and projects. My ability to work well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

I am in my last semester of completing my degree in a field that I am very enthusiastic about Mass Communications and Public Relations. I will be graduating with a 3.4 G.P.A in October. I have acquired a very good understanding of principles and practices of most organizations and their associations; planning, records management and wide-ranging administrative components. My ability to converse efficiently, as well as my writing and analytical skills were all greatly enhanced due to my pursuit of me Bachelors Degree. I am confident that I can make a positive contribution to your organization.

My over 15 years’ experience in office administration offers me the ability to adapt quickly to any work environment and if given the opportunity. I am fully efficient using the Microsoft office and Apple Mac office suite.

Thank you for taking the time to review my attached resume. Should you have any questions, please contact me at your earliest convenience.

Respectfully

Jacinta Williams

Address: 20 Bennet Drive                  E-mail Address: [jacintalatoyawilliams@gmail.com](mailto:jacintalatoyawilliams@gmail.com)

Palmiste                        Phone Number:   792-6529/ 366-8314

San Fernando

**Jacinta Latoya Williams**

**Age**

33 years

**Objective**

To successfully gain employment and experience

**Professional**   **Experience**

September 2001 - March 2008

* **Receptionist**       T.C Services Limited, Couva

May 2008 - July 2012

* **Secretary**        Cornerstone Environmental, San Fernando

November 2012 – May 2013

* **Administrative Assistant**          Karik Networking Systems Chaguanas

July 2013 – October 2017

* **Office Manager** S&J Contractors Point Lisas

**Secretarial Experience**

* **Preparation of Payroll, NIS, BIR**
* **Management, Care and Operations of Office Equipment**
* **Office duties:**
* Minutes of Meetings
* Answering and directing phone calls
* Maintaining filing systems
* Maintaining of solid customer relationships by handling their questions and concerns with efficiency and professionalism.
* Stock management
* Updating company website
* Media monitoring
* Handling inquiries and incoming work requests
* Reviewing files and records to answer requests for information
* Process and Edit correspondence, communications, presentations and other documents
* Photocopying, Typing, Scanning and Emailing of documents
* **Customer database management**
* **Organizing meetings and appointments**
* **Calendar management and coordinating work schedules**
* **Managing petty cash**

**Education**

**September 1996 – July 1999          San Fernando East Junior Secondary**

**September 1999 – July 2001 Pleasant-Ville Senior Comprehensive**

**CXC**

* Mathematics                        III
* English Language                 I
* English Literature                III
* History                                 III
* Principle of Business             I

**April 2009 – July 2009                    University of the West Indies**

* MICROSOFT OFFICE APPLICATIONS      **A+**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | MS Word  MS Excel  MS PowerPoint | MS Outlook  MS Access  MS Project | MS Publisher  FileMaker Pro  Windows |

**Dec 2009- Dec 2009                        Red Cross- Chaguaramas**

* FIRST AID AND CPR CRETIFICATE

**September 2013- currently             COSTAATT**

**Bachelors of Arts**

**MASS COMMUNICATIONS**

* **Summary of Qualifications**
* Speech Writing                             B
* Reporting                                       B+
* Spanish                                          B
* Fundamentals of Research            B+
* Public Relations                            B
* Mass Communications                  B+
* Ethics in P.R & Journalism           A
* Human Communications               A
* Workplace Communications         A
* Fundamentals of English               A
* Sociology                                     B
* Social Communications         A
* Events Management                      B+
* Graphic Design                              B+
* Law                                              A
* Image and Etiquette                      A
* Contemporary College Math          A
* Audience and Reception                 B+
* Critical Analysis of Mass Media       B
* Economics C+
* History B
* Principles of Marketing A
* Voice and Presentation B
* Natural Sciences B
* Copywriting A

**Professional Memberships**

Director non-profit Organization

**People Aspiring Sufficiency**

Mission -

To assist physically challenged individuals with specific aid to amputees

Re-gain mobility by sourcing funds to assist with the purchase of prosthesis

**Languages**

English and Basic Business Spanish

**References**

* Kahea Balkaran          Director

( T.C Services)                     340-5874

* Ricardo Subajan General Manager

(Karik Systems) 355-5313

* Betty Agostini Managing Director

(S&J Contractors) 762-7869

* Ernest Williams           Retired Managing Director

(NGC and Readymix)      682-8438

**Extracurricular** **Activities**

* Netball,
* Writing Short Stories,
* Poetry,
* Mentoring young sport athletes