RESUME

LOLA M. MAITLAND

WORK EXPERIENCE

#### MAGIC MIST SERVICES LIMITED

February 2012 – Present

Current Position - IFSD Supervisor

Worked in the following areas:

* Procurement & Logistics Coordinator – Warehouse Division
* Events Coordinator
* Operations Administrative Assistant/Supervisor - General Services Division
* Project Assistant for Safe To Work (STOW) – HSSE Department
* Executive Assistant – Executive Vice President
* Administrative Assistant - New Business Department
* Operations Assistant - Integrated Facilities Services Department (IFSD)
* Assistant HR Department

#### IFM TRAINING INSTITUTE LIMITED subsidiary of MAGIC MIST SERVICES LIMITED

January 2011 – January 2012

* Office Manager/Executive Administrative Officer / Events Cordinator

#### TRINIDAD AND TOBAGO CONTRACTORS ASSOCIATION

September 2009 – December 2010

* Events Project Coordinator/Senior Administrative Assistant
* Co-ordinator of all Functions (Breakfast Meetings, Annual General Meeting, Seminars, Dinners, Workshops etc) which includes contact with facilitators, preparation of budgets, outlines, information flyers to members, disseminate via e-mail, etc., attendance lists, catering and room layout, media contact
* Arrange meetings, prepare Executive minutes, notice and agenda, prepare and follow-up correspondence to various organizations and stakeholder bodies
* Liaise with all Private & Public Sector organizations, Chambers, Associations and Government offices

#### TRINIDAD AND TOBAGO MANUFACTURERS’ ASSOCIATION

**November 8th 2004 – August 2009**

- Senior Membership Officer II \ Communications

- Events Co-ordinator / Senior Administrative Assistant

* Co-ordinator of all Functions (Breakfast Meeting, Annual General Meeting, Christmas Parties, Seminars and Workshops) which includes contact with the facilitators, preparation of budgets, outlines, information flyers to members, disseminate via e-mail, etc., attendance lists, catering and room layout, media contact.
* Assistant to the Functions Co-ordinator of the TTMA’s Trade and Investment Convention (TIC) from 2004-2009
* Membership liaison

#### TRINIDAD AND TOBAGO CHAMBER OF INDUSTRY & COMMERCE

#### November 28th 1988 – November 5th 2004

*Confidential Secretary, Senior Administrative Assistant and Committee Secretary to Director, International Trade Negotiations Unit (ITNU)*

- Arrange meetings, prepare minutes, notices and agenda, travel plans, prepare and follow-up correspondence

*Co-ordinator Chamber Functions (Breakfast Meeting, Seminars and Workshops)*

* Contact facilitators, prepare budgets, outlines, information flyers to members, disseminate via e-mail, etc., attendance lists, catering and room layout, media contact

1. Secretary To Manager, Trade & Industry Development Services
2. Asst. Co-ordinator Chamber Functions - (Breakfast Meeting, Seminars and Workshops)

c) Committee Secretary (1995-2003)

* Co-ordinator Seminars, Breakfast Meetings & any other Chamber activities and/or functions including Media Relations

- Editing, formatting and layout for Chamber news

- Update of Chamber‘s Webpage

* Secretary to Committees (Agri-Business, Customs, Tourism, Nova,

Information Technology)

- Petty Cash and Cash Deposits

* Indexing, Cataloguing and classification of Library and Information

Materials

* Administrative Assistant to the Administrative Manager

*CONFIDENTIAL SECRETARY TO GENERAL MANAGER* *(1993 – 1995)*

* Prepare and follow-up correspondence, arrange Board and Executive

Committee Meetings, Arrangements for the Annual General Meeting,

Elections of Directors

* Committee Secretary
* Relief Accounts Clerk

*CONFIDENTIAL SECRETARY TO ADMINISTRATIVE MANAGER (1988 – 1993)*

* Membership Secretary
* Receptionist

**PETROLEUM COMPANY T&T LTD (PETROTRIN)**

**1987 -** (6 months training Programme)

CLERK

* Cataloguing and classification of Library and Information Materials

- Responding to Information enquiries

* Maintenance of vertical files and catalogues
* Assistant Accounts Department

**T&T OIL COMPANY - TRINTOC**

**1986 -** (6 months training Programme)

CLERICAL ASSISTANT

- Typing and Filing of Correspondence

* Responding to Information
* Maintenance of vertical files and catalogues

### **AREA HOSPITAL, POINT FORTIN (1985-1986)**

### 

### CLERICAL ASSISTANT

* Cataloguing, filing and classification of hospital & patients records

SKILLS: 🞎 Strong Communication Skills (both written and oral)

🞎 Strong Organisational Skills (Verbal & Written)

🞎 Microsoft Office - Word Processing, Word Perfect, Microsoft Word

Excel, Powerpoint, Publisher, Access

🞎 Good Interpersonal Skills

🞎 Cataloguing and classification of Library and Information Materials

**EDUCATION:**

**IFM TRAINING INSTITUTE**

* Supervisory Development Skills
* Project Management Essentials
* Green Clean

**UWI SCHOOL OF CONTINUING STUDIES**

Human Resource Management – 2 year Certificate Programme

(1st yr. - Language & Communication, Human Resource Management 1 & Business Mgmt.)

(2nd yr. – Organisational Behaviour, Human Resource Management II & Case Studies)

**UWI INSTITUTE OF BUSINESS (IOB)/GEORGE WASHINGTON UNIVERSITY**

Certificate in Events Management Programme (Corporate Event Management)

*(Approved for continuing event management education by the International Special Events Society and the School of Business and Public Management accredited by the American Association of Colleges and*

*Schools of Business (AACSB))*

**CIPRIANI LABOUR COLLEGE**

Certificate in PUBLIC RELATIONS – (areas credited are Advertising, Market Research, Media and Society, Communication, Public Relations and Physiology)

**U.W.I. SCHOOL OF CONTINUING STUDIES**

Certificate of Attainment – Advance Computing

Certificate of Attainment - Basic Computing - Part II

**SAN FERNANDO TECHNICAL INSTITUTE**

Craftsman's Diploma - Clerk Typist

Diploma - Clerk Typist

Certificate of Achievement - Word Processing

**HOLY FAITH CONVENT PENAL**

Pitman Certificate

Elementary Bookkeeping & Accounts

Typewriting - 25 Words per Minute – Elementary

**CARIBBEAN EXAMINATION COUNCIL - C.X.C. O'LEVEL**

English Language - Grade (2) General

Principles of Accounts - Grade (2) General

Principles of Business - Grade (2) General

Caribbean History - Grade (2) General

# Social Studies - Grade (2) General

**SPECIAL COURSES**

#### - Project Management Essentials

#### - Skills for the Management of Special Events

- Effective Time Management- Managing Multiple Priorities

- Administrative Office Management - Cipriani Labour College

- Office Principles & Communication Skills

- Ama's 6th Secretarial Briefing - ROYTEC

HOBBIES: Reading, Netball, Singing, Event Planning, Meeting People

**CULTURE:** Adjudicator for the National Carnival Commission / NCBA (10 years & over)

REFERENCE:

Mr. Greig Laughlin, Director, Laughlin & de Gannes Limited and Past President of the Trinidad and Tobago Manufacturers Association

Dr. Trevor Townsend, Past Director, Trinidad Aggregate Products Ltd and Past Vice President & Director, Trinidad and Tobago Manufacturers Association.

Contact upon request

**PERSONAL**

#6 Hillcrest Drive, Harriman Park,

Point Fortin

Contact No: (Mobile) 1-868-345-7883

\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*