

*Simone J. Bell*  
480 Hartford Avenue  
Wethersfield, Connecticut  
06109  
email: [jbrownbell@yahoo.com](mailto:jbrownbell@yahoo.com)  
**(860)794-8302**

---

***Resume***

***Career Objective:***

To be employed in a challenging work environment, in which I can utilize my capabilities and acquired skills, ultimately contributing to the continued success of the company/institution.

***Educational Background:***

Northern Caribbean University August 1998 - May 2001

Edwin Allen High School September 1986 - July 1991

Osbourne Store All Age School September 1981 - 1986

***Qualification:***

- Associate of Science Degree in Office Administration and Clerical Studies

- CXC- Caribbean Examination Council

- English Language
- Integrated Science
- Mathematics
- Spanish
- Typewriting

- GCE- University of Cambridge - O-level

- Human and Social Biology

- JCS- Jamaica School Certificate

- English Language
- Civics
- General Science
- Typewriting

***Special Skills:***

I am a self-motivated individual, who possess excellent communication and inter-personal skills.

I possess good leadership qualities

I am able to function effectively as a member of a team or individually.

I am very resourceful and initiative.

I am a well rounded individual, in regards to my work experiences.

I am customer service oriented

I believe that professionalism is to key to any job title, in and out of the workplace.

I am able to work on my own with minimal or no supervision.

►

I am computer literate; proficient in the following programs:

Microsoft words

Microsoft Excel

Microsoft Access

Microsoft Publisher

PowerPoint

Lotus 123

Corel WordPerfect

Internet services

***Work Experiences:*****Senior Administrative Assistant*****Knox Junior School - June 2007 to December 2010***

My Duties as the school's Senior Administrative Assistant included: the filing of various forms, files and documents. I created, prepared and edited various forms of documents which include: Minutes and reports for meetings, I type transcripts, recommendations, as well as various types of correspondences for both internal and external purposes, for example, letters and memorandum, school/ students reports, reports for meetings and calender of events to name a few. This position also required me to answer the telephones, transfer calls , receive and send faxes and email as required. I operated the photocopying machine, managed calenders, scheduled meetings, organized events and other general office duties as well as any other duties as required. I worked mainly with the following software: Microsoft words, excel, publisher, power-point, access, Corel WordPerfect 12, as well as other programs.

**Clerical Assistant*****Mile Gully High School - September 2005 to January 2007***

My duties as the Administrative Assistant included: answer the telephones, filing, typing correspondences, operating the photocopying machine, receiving and responding to various types of correspondences. Greeting visitors, other duties as required.

**Bank Teller/ Customer Service Rep.*****Victoria Mutual Building Society - February 2005 to August 2005***

In my capacity as a teller, I Processed cash transactions for example Deposits, withdrawals, and remittances as well as other financial transactions. As a Customer service representative, I performed the following duties: opening and closing bank accounts, introducing and explaining the various products and services offered by the bank as well as handling customers concerns and queries and directing them to the appropriate personnel.

**Spanish Teacher*****Belair Prep. School. - September 2003 - December 2004***

I taught basic Spanish to children ranging from age 3 to 9 years old.

**Business Development Executive*****Power 106 FM - June 2001 to May 2003***

I worked as an independent contractor to the company. Contacting prospective clients, introducing the various products and services offered and convincing them to advertise with and or buy shares in the company. This position required a lot of telephone contact as well as setting up and conducting meetings with prospective and existing clients.

**P/T Store supervisor*****Big Buy Variety Store - May 1999- May 2001***

My duties included: Delegating responsibilities to team members, ensuring that each area is covered and well attended by team members and that the customers are satisfied with their purchases and the overall experience. supervising different area including store rooms, assisting customers with various queries and or problems, solving problems which may occur with merchandise, as well as other duties as required .

***References:***

Ms. Nicolette Brown (Administrative Supervisor)  
Knox Junior School  
(876) 313-9798 / (876) 423-8780

Mr. Ulit Brackett (Principal)  
Mile Gully High School  
(876)965-4263 / (876) 818-9474

Mrs. Pamela Moore (Teller Supervisor)  
Victoria Mutual Building Society  
(876) 962-1030-2

Rev. Oret Banton (Minister of Religion)  
Calvery Baptist Church  
(876) 961-8570 / (876) 852-7125

Mrs. Kaydean Larmond (Nurse)  
Hartford CT.  
(860)986-0274

