

Jane Doe

Administrative Professional

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☎ 1-868-555-000

📍 # 29 France Circular | Gem Gardens | Arima

PROFESSIONAL SUMMARY

I am an experienced and certified administrative professional. I possess an extensive background in a variety of administrative duties. Works well in high-pressure settings with minimal supervision in both leadership and team roles. Well-organized and able to multitask while maintaining a high level of professionalism and attention to detail. Effective at coordinating with staff, both internal and external stakeholders and delivering the best service possible.

I am seeking a full-time position that provides professional challenges where I can utilize my strong interpersonal skills, exceptional time management talents, and problem-solving experience to contribute to the organization's success.

KEY SKILLS AND COMPETENCIES

- Technological Skills - Microsoft Suite.
- Organization and Time Management skills.
- Exceptional Administrative skills.
- Ability to Communicate Effectively and Efficiently.
- Effective Presentation and Public Speaking skills.
- Ability to Multitask.

EXPERIENCE:

Business Operations Assistant | Ministry of Education | September 2015 – Present

Duties and Responsibilities:

- Provides administrative support to the school's principal, including managing their calendar and scheduling meetings with teachers and parents.
- Supervises three (3) Job Training (OJT) candidates. This includes assigning tasks and duties accordingly.
- Coordinates and plans all events.
- Maintains an efficient filing system for both electronic and paper documents and correspondence.
- Manages phone and email correspondence and handles incoming and outgoing mail.

**Key duties, responsibilities, and achievements continued on the next page*

EXPERIENCE CONTINUED:

Duties and Responsibilities continued:

- Supervises ancillary staff and trainees.
 - Prepares monthly reports.
 - Manages inventory and basic financial accounting.
 - Develops and maintains relationships with parents and external stakeholders.
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Business Operations Assistant | Ministry of Education | March 2013 - November 2014

Duties and Responsibilities:

- Performed all secretarial and administrative functions for the school.
 - Managed inventory and maintained the filing system.
 - Supervised a group of trainees.
 - Contributed towards continuous improvement by generating suggestions and engaging in problem-solving activities fostering and supporting teamwork.
 - Greeted incoming visitors and parents professionally and provided friendly, knowledgeable assistance.
 - Generated various documents such as letters, memoranda, and spreadsheets utilizing appropriate software.
 - Preparation of the “Vote Book”. This involved activities such as procurement and budgeting for the school.
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Secretary | Route 4 Maxi-Taxi Association - South Terminal, Port of Spain | March 2004 - October 2005

Duties and Responsibilities:

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
 - Produced letters and memoranda to inform stakeholders of business decisions.
 - Addressed queries from callers seeking information.
 - Offered friendly and efficient service to customers and professionally managed challenging situations.
 - Edited documents to improve the accuracy of language, flow, and readability.
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Clerk 1 | Southern Regional Health Authority | June 2004 - September 2004

Duties and Responsibilities:

- Created and updated records and files to maintain document compliance.
 - Performed administrative duties such as data entry, answering telephone calls, typing documents, and assisting with interviews.
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EXPERIENCE CONTINUED:

Clerical Assistant | C.C. Contractors Ltd. | August 2000 - December 2002

Duties and Responsibilities:

- Created and updated records and files to maintain document compliance.
- Performed administrative duties such as data entry, answering telephone calls, typing documents, and assisting with interviews.

EDUCATION:

- **Professional Certificate in Administrative Management** | Arthur Lok Jack Global School of Business | 2022
- **Associates of Science Administrative Professional Office Management** | University of the West Indies, St Augustine | 2016 – 2022
- **Certificate in Social Work** | The University of the West Indies, St Augustine | 2008 - 2010
- **Cambridge Diploma in Office Administration** | SITAL Business College | 2004 – 2005
- **Fyzabad Composite School | 1989 - 1995; 2000**
 - CXC O' Levels - General Proficiency:

Subject	Grade	Subject	Grade
Mathematics	I	English Language	II
Office Procedures	II	Principles of Business	II
Social Studies	I	Principles of Accounting	I

REFERENCES:

- **Ms. Fran George**
Field Assessor Supervisor
Arouca Valuation Division, Ministry of Finance.
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- **Mr. Dyanand Charles**
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