

RESUME

OBJECTIVES

To succeed in any environment while contributing to the success of the company as I advance my level of experience

LYDIA JOHN

PROFILE

Name

Lydia Elizabeth John

Date of Birth

November 21st 1998

Address

45 Silk Cotton Road
Battoo Avenue
Marabella

Phone

308-2817

Email

ljohn1694@gmail.com

EDUCATION

2010-2015

Gasparillo Secondary School

- English Language
- Mathematics
- Integrated Science
- Principles of Accounts

- Principles of Business
- Office Administration
- Electronic Document Preparation and Management

2015-2016

University of the West Indies Open Campus

- Certificate in Business Management

Other Subjects

- Information Technology
- Social-Studies
- Biology
- Physics

SKILLS

- Computer Literate
- Microsoft Proficient
- Basic Accounting
- Organizational
- Ability to prioritise work and manage time effectively

- Team player
- Can function under pressure
- Adaptability
- Accountability
- Dependable
- Ability to multitask
- Detail oriented

RESUME

JOB EXPERIENCES

LYDIA JOHN

REFERENCES

Kerr Julien

681-2743

Arnold Soogram

741-3716

Angelica Pierre

340-5906

2020-2021

The Institute of Medical Education

Personal Assistant to the Managing Director

- Type correspondence
- Schedule meetings
- Basic Accounting
- Write cheques
- Personal Banking
- Maintain filing system
- Screen calls, inquiries & requests
- Ad hoc paperwork & duties

2018-2020

Pointe-a-Pierre Constituency Office

Office Secretary

- Type all correspondence
- Schedule appointments
- Answer phone calls and take messages
- Maintain a filing system for all documents
- Meet with persons in office documenting their needs within the constituency

2017-2018

Duro Fab Limited

Administrative Assistant

- Managing all incoming letters
- Typing Estimates
- Maintaining Accounting records: general ledger, sales day book, purchases day book, expenses, debtors

2015-2015

Mario's Restaurant

Customer Service Representative

- Meet and greet customers
- Ensure that dining area and general restaurant was tidy
- Take accurate orders from both customers and employer
- Carry out any work related duties requested by my immediate supervisor