

Lisa Boyce, CPS
Certified Professional Secretary

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868 719 6740

SUMMARY

Administrator with twenty-five years of experience, in providing administrative support to a Human Resource Consulting organization. Providing support to Human Resource Consultant in researching and preparing PowerPoint presentations and drafting reports. Possess organizational, communication, problem solving and team building skills. Proficient in Microsoft Word, PowerPoint and Excel.

PROFESSIONAL EXPERIENCE

1992- 2017

GRACE TALMA ASSOCIATES & CO. LTD

Position: OFFICE ADMINISTRATOR

Responsibilities included:

- Composing and preparing letters, reports, proposals,
- Developing PowerPoint presentations for
- Designing and preparing participants' workbooks for supervisory, customer service, and business writing courses
- Supervising staff
- Preparing and submitting monthly and bi-monthly documents i.e. (VAT, Business Levy, Green Fund Levy, NIS, PAYE & Health Surcharge);
- Preparation, analysis, reconciliation and maintenance of General Ledger account
- Preparation of invoices
- Ordering of stationery and supplies; ensuring maintenance of office equipment; monitoring cleaning of office; supervision of staff; plan and organize office functions
- Making appointments and maintaining schedules and updating these electronically; responding to email and other correspondence; communicating with clients – face to face, over the phone, via email; making travel and related arrangements

1991 – 1992 Eric Williams Medical Sciences Complex

Position: CLERK TYPIST

1988 – 1989 B&L Insurance Company Limited

Position: CLERK TYPIST

SKILLS

- * Proficient in Microsoft Word, PowerPoint and Excel
- * Critical Thinking
- * Strong interpersonal skills
- * Excellent oral and written communication skills
- * Problem solving skills
- * Time Management

CERTIFICATION

2004 CERTIFIED PROFESSIONAL SECRETARY (CPS)
International Association of Administrative Professionals (I.A.A.P) USA

EDUCATION

Secondary School

CXC and O'Level passes: Principles of Business,
Principles of Accounts, Human and Social Biology

FIRST CLASS pass in ADVANCED ENGLISH
Certificates in ELEMENTARY and INTERMEDIATE Typing

O'Level passes in Accounts, Human and Social Biology

CUREPE JUNIOR SECONDARY SCHOOL

ADDITIONAL TRAINING

Attended Three-day Workshops and received Certificates of Participation in
“Office Management” and “Business Writing”.

REFERENCES WILL BE PROVIDED UPON REQUEST.