

Bernelle Diaz

2 Halcyon Crescent, Paradise West
Tacarigua, Trinidad, West Indies
(868) 681-3094
Bernelle442@hotmail.com

Overview: Over 11 years of extensive experience in Administration and various other roles at University of the West Indies. I excel in effectively dealing with time sensitive issues and my attention to detail and solid communication skills has gained me respect from all levels of management.

Objective: My objective is to work in an organization where my proven capabilities and steadfast work ethic allow me to gain expanded responsibilities within a progressive, growing company. My determination, commitment and honesty have always been my most respected traits and will allow me enhanced productivity at your company.

SUMMARY OF QUALIFICATIONS:

- Excellent leadership and communication skills, with proven ability to build rapport with colleagues and clients.
- Exceptional organizational and time management skills, thriving in both independent and group work environments
- Innovative and self-motivated team player and team builder. At ease in high stress, fast-paced environments with numerous and challenging tasks.
- Respected history of successful completion of assigned duties.
- Proficient with complete Microsoft Office Suites.

PROFESSIONAL EXPERIENCE:

August 2020 – Present

Level 7 Secretary

Division of Facilities Management, University of the West Indies

- Providing Secretarial support to the Director
- Managing Director's appointment schedule by planning and scheduling meetings
- Managing (allocation, distribution & record keeping) the Telephone PINs System for all members of the Campus Community
- Typing all correspondence to internal and external stakeholders
- Liaising with staff, client departments and students as required
- Opening, sorting and routing of all correspondence addressed to the Director
- Screening of mail, calls and visitors as appropriate.
- Maintaining an effective filing system for the areas governed by the Director
- Interfacing efficiently and courteously with the public served by DFM via telephone and/or email
- Acting as liaison between Director and DFM Staff
- Managing the sale of University vehicles
- Update Directory and global listing (through CITS)
- Acting for the Senior Administrative Assistant when she is on leave

March 2012 – Present

Level 5 Clerical Assistant II

Division of Facilities Management, University of the West Indies

- Providing administrative support to the Civil, Electrical and Mechanical Supervisors and Managers
- Preparation of tender documents
- Notifying contractors of site visits, approval of contracts and other related matters
- Opening of tender bids
- Processing payments for contracts
- Maintaining a current database of maintenance contracts
- Liaising with Bursary staff on contract approvals and payments to contractors
- Maintaining an efficient filing system

December 2009 – March 2012

Level 3 Clerical Assistant I (Assistant to Housing Officer)

Division of Facilities Management, University of the West Indies

- *Word processing and miscellaneous correspondence related to housing matters.*
- *Filing all correspondence, maintaining files and updating computer records.*
- *Keeping records of the movement and replacement of furniture to and from houses and apartments.*
- *Ensuring that house keys are tagged and keeping record of the movement of the keys.*
- *Assisting with the checking of houses and apartments prior to arrival of staff members.*
- *Assisting with the checking in and out process.*
- *Assisting with the follow-up of repairs requested for University properties, liaising with workmen and tenants where necessary.*
- *Following up with landlords on request for repairs/replacement in the rented houses/apartments.*
- *Assisting with any other matters related to housing.*

December 2007 - August 2008

Level 3 Clerical Assistant I/Secretary/Cashier

Temporary Positions at Various Department within The University of the West Indies

SPECIAL INTERESTS:

Reading, Traveling, Sports and Fitness, Humanitarian and Charitable causes.

REFERENCES:

Mr. Charles James- Senior Director JMH Enterprises (868) 645-1517