

# Simone Griffith

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# 8 Honda Drive, harmony hall, Marabella, San Fernando, Trinidad and Tobago, 000 00

## PROFESSIONAL SUMMARY

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Experienced Administrative Services Manager with over 10 years of expertise in managing daily operations, optimizing efficiency, and ensuring smooth workflow. Proven track record of implementing effective administrative systems, overseeing budgets, and leading teams to achieve organizational goals. Skilled in strategic planning, problem-solving, and fostering a collaborative work environment. Strong interpersonal and communication skills, with a commitment to delivering exceptional administrative support.

## WORK EXPERIENCE

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**Administrative Services Manager (A. S. Supervisor)** Dec 2022 - Present  
Occupational Safety and Health Agency (OSHA) • Port Of Spain, Trinidad and Tobago

- Plan, organize, direct, control and evaluate the operations of the Administration, Purchasing Registry and Ancillary services departments
- Direct and control corporate governance and regulatory compliance procedures, especially within the purchasing department according to the national Procurement Act and other ordinances
- Prepare tender evaluation reports and briefs for management committees evaluating administrative services and supplies
- Interview, hire and oversee training for junior- mid level staff within the Administrative Department
- Serves as Committee Chairman of the Relocation Project committee, which includes developing organizational strategies and policies.
- Directs, coordinates and controls the administrative support activities and staff, assigned to the Procurement, Information Technology, Facilities Management and Manipulative services divisions.
- Co-ordinate, assign and review the work of clerks engaged in the following duties: word processing; record keeping and filing; operating telephones and switchboards; data entry; desktop publishing; and other activities involving general office and administrative skills.
- Supervise and co-ordinate the activities of workers in general office groups
- Plans, administers and controls the budget of the General Administration and Procurement functions, for contracts, equipment, supplies etc.
- Oversees the provision of Technical/Operational support

**Administrative Services Officer (Business Operations Assistant)** Aug 2011 - Feb 2022  
Ministry of Nation Security- Office of Disaster Preparedness and Management • Trincity, Trinidad and Tobago

- Established work priorities, delegated work to office support staff, and ensured deadlines were met and procedures were followed
- Oversee and coordinated office administrative policies/procedures and reviewed, evaluated and implemented new procedures under a Document Architecture Programme (DAP)

- Coordinated and planned for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Conducted analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
- Assembled data and prepared periodic and special reports, manuals and correspondences
- Collaborated with cross functional teams on organizational development projects and initiatives including; strategic planning, business operation plans and change management processes
- Developed and maintained registry and filing system in keeping with established procedures at the Office of Disaster Preparedness and Management and Transit Police Units
- Planned, coordinated, facilitated and attended in-house, virtual and external events (meetings, training, conferences, community outreach, etc.) with a view to maintaining the organization's strategic partnerships
- Served as point of contact for vendors and processed 15 + monthly invoices for services provided
- Supported the management and procurement of goods services in adherence to established government regulations and guidelines.
- Proactively identified process inefficiencies and collaborated cross functionally to drive improvements
- Fostered and maintained positive and professional working relationships with vendors, customers, management staff, and trainees.
- Provided recommendations for the enhancement of appraisal systems, inclusive of the appropriate KPI's

## EDUCATION

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<b>Masters Human Resources Management</b>	Sep 2021 - Jan 2023
University of the West Indies- Arthur Lok Jack Global School of Business • Mt Hope, Trinidad and Tobago	
<b>Bachelors Business Management</b>	Mar 2021 - Aug 2022
University of Sunderland • Sunderland, United Kingdom (Top Up degree- equivalent to the final year of a 3 year Degree)	
<b>Level 5 Diploma Business Management</b>	Sep 2015 - Dec 2017
Association of Business Executives (ABE) • London, United Kingdom (Equivalent to the first 2 Years of a 3 year Degree)	

## SKILLS

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Customer Service, Detail Oriented, Interpersonal, MS Office, Human Resource Management, Emotional Intelligent, Communication, Innovative, Team Builder, Collaborative, Proficient

## AWARDS AND HONOURS

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<b>Merit</b>	2023
Awarded for my achievement in obtaining a Masters Human Resource Management	
<b>Upper Second Class Honours</b>	2021
Awarded for my achievement in obtaining a Bachelors in Business Management	

## REFERENCES

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Available upon request.