

Sandra M. Carr-Moore



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Resume

Career Objectives

To add value both within and without the scope of my assignments, whilst making the most efficient and effective use of the available resources.

To facilitate the successful achievement of project's/company's overall goals and objectives.

Professional Profile & Skills

- ✓ Holder of a valid General Driver's License
- ✓ International (US & Canada) & Island wide (Jamaica) travelling with permission to negotiate
- ✓ Develop & Coordinate Special Initiatives
- ✓ Team Building & Interpersonal Skills
- ✓ Customer Service Skills
- ✓ Creative & Critical Thinking Skills
- ✓ Basic Accounting Skills
- ✓ Problem Solving Skills
- ✓ Multi-Tasking with Attention to Detail
- ✓ Cash Handling Skills
- ✓ Self Motivated, Initiative, Energetic
- ✓ Researching Skills
- ✓ Developed Written & Oral Communication
- ✓ Typing Skills
- ✓ Quick Learning & Organizational Skills
- ✓ Alphahand Speedwriting Skills

Computing Experience

- ✓ Advanced Information Organization & Management
- ✓ Advanced Internet & Email Management
- ✓ Proficiency in Microsoft & Web-Based Applications
- ✓ Basic Computer Networking Management

Special Achievements

Successfully provided technical and administrative consultancy to various consultants and organizations **[2008-2017]**

Top of class five (5) year bachelors degree of advance study at the University of Technology, Jamaica (UTECH) - major of Production & Operations Management and minor of Marketing **[2004-2009]**

Contributed to the successful implementation of ISO/IEC 17011, to include preparation/update of documentation, as a part of the team that prepared Jamaica National Agency for Accreditation (JANAAC) for their MLA signing **[2008-2013]**

Efficiently maintained the necessary databases and provided administrative support for the activities required by JANAAC Technical Unit thus contributing to the advancement of the National Accreditation Body of Jamaica **[2009-2011]**

Contributed to the successful implementation of TIMS Valuations Support User Acceptance Testing sessions at Fiscal Services Department and participated in the Disaster Management Seminar during my tenure at the Valuation Division of Jamaica Customs Agency (JCA) **[2004-2005]**

Contributed to the successful implementation of WTO Requirements by providing valuable administrative support and efficiently maintaining the necessary databases for the activities required in the Valuation Division of JCA **[2002]**

Improved customer service at the Motor Vehicle Unit of JCA by re-organizing and updating concession letter files thus resulting in faster entry processing **[2001]**

Top of class at Corporate Business Institute **[2000]**

Top of class at Stony Hill HEART Academy resulting in my attendance to the Jamaica Professional Secretaries Association Workshop, also functioned as Religious Leader, Member of School Choir and Peer Counselor **[1992]**

KEY

Managerial Training/Experiences

Inter-personal Liaisons

See details below and on my LinkedIn profile <https://www.linkedin.com/in/smcarrmoore/>.



Projects

- Title** **Records Management**
Environment Association of Women's Organizations in Jamaica (AWOJA)
Duration Jan – Jun 2007 [6 months] **Role** Organizer/Administrator
Description Organizing and Storing Of All Documents and Books
- Title** **Executive Secretary/Volunteer**
Environment Jamaica Customer Service Association (JaCSA)
Duration 2007 – 2010 [3 years] **Role** Organizer/Administrator
Description Administrative support to the Executive Team and other annual events.
- Title** **Consultancy/Temporary Employment**
Environment RovingAssistant.Com (RAC)
Duration 2008 – present [11 years] **Role** Consultant
Description Administrative/Technical support to Businesses & Consultants.

Details

Administrative/Research Support to Consultants {7 projects with 4 countries}

General Administrative Support {8 projects with 1 country}

Training/Event Management Support {10 projects with 1 country}

- ✓ **Accident Analysis & Investigation Workshop, 2016**

ISO QMS Documentation Development Support {4 projects with 1 country}

- ✓ **Development of Documentation in Compliance to ISO 15189, 2014 - present**
- ✓ **Upgrade of Documentation in Compliance to ISO/IEC 17011, 2010 - 2014**
- ✓ **Development of Documentation in Compliance to ISO 9001, 2016 – present**

Temporary Assignments to Company/Consultants {3 projects with 1 country}

- ✓ **African Field Epidemiology Network (AFENET) - Administrative Assistant, 2014-2015**
- ✓ **HITECH MDRL - Administrative/Quality Manager, 2016**
- ✓ **Jamaica Information System (JIS) - HR Officer, 2018**

Certifications

- Bookkeeping and Records Management Workshop, TAJ & EXIM Bank [2016]
- **Entrepreneurial Online Training Programme, Branson Centre of Entrepreneurship - Caribbean [2015]**
- ISO 15189 & Accreditation Seminar Upgrade, JANAAC [2014]
- Government Procurement, Management Institute for National Development (MIND) [2012]
- Taking Effective Corrective Actions, JANAAC [2012]
- Minute Writing, MIND [2011]
- **Strengthening Women Entrepreneurs Training Session, Women Business Owners Jamaica Limited [2011]**
- DigitalPT Informatics Systems for HealthMetrx Inc., DigitalPT & HealthMetrx [2009]
- ISO/IEC 17025 & Accreditation Seminar, JANAAC [2009]
- ISO 15189 & Accreditation Seminar, JANAAC [2009]
- Reproducing Documents & Note Taking Skills, Professional Trainers Institute [2007]
- Career Development, Kingston Wharves Limited (KWL) [2007]
- ISPS Sensitization and Awareness Training, Security Administrators Limited (SAL) [2006]
- Line Officers Training, JCA [2005]
- The Effective Secretary, Tax Administration Services Department (TASD) [2003]
- **Supervisory Management, TASD [2003]**
- Change Management, JCD [2003]
- Alphahand Speedwriting, MIND [2002]
- Youth Leadership Training Seminar, Jamaica Youth for Christ [1995]
- Professionalism at the Workplace & Continuous Training, Jamaica Professional Secretaries Association (JPSA) [1992]
- National Cash Register (Electronic), Royal Business College [1991]



Education

[Aug 2004 – Aug 2009] Bachelor's Degree in Business Administration { <i>Production & Operations Management Major, Marketing Minor</i> }	University of Technology, Jamaica
[Oct – Dec 2002] Certificate in Administrative Management Level 2	MIND
[Jan – Jul 2002] Merit Certificate in Administrative Management Level 1	MIND
[Sept 1999 – Jul 2000] CXC Secondary Education Certificate { <i>Certification at the General and Technical Proficiencies - English Language - 1 • Mathematics - 1 • Principles of Business - 2 • Principles of Accounts – 2</i> }	Corporate Business Institute
[Aug 1992 – Jul 1993] Certificate in Secretarial Skills	Stony Hill Heart Academy
[Sep 1984 – Jul 1989] School Leaving Certificate	Waterford Secondary School

Work History

Chief Consultant/Self-Employment Nov 2011 – Current { <i>Direct the activities and productivity of the company in the management of financial, marketing and operational targets • Support the organization's strategic alliances and partnerships</i> }	RovingAssistant.Com (RAC)
Accreditation Officer Jul 2008 – Jul 2013 { <i>Maintained databases • Monitored office attendant in preparation of materials for training activities</i> }	Jamaica National Agency for Accreditation (JANAAC)
Operations' Secretary Oct 2005 – Aug 2007 { <i>Monitored and prepared temporary passes for access to KWL facility • Monitored data entry staff</i> }	Security Administrators Limited (SAL)
Secretary (SS2/3) May 2001 – Aug 2005 { <i>Prepared audit reports for senior auditors and auditors • Managed concession letters for the processing of entries</i> }	Jamaica Customs Agency (JCA) nee Department
Receptionist/Administrative Assistant Jan 1995 – Jan 1997 { <i>Liaised with architects to complete blue prints • Supervised and prepared daily task schedule for receptionist</i> }	Patricia E. Green Architects

Contractual Assignments

Temp Administrative Assistant Mar 2008 – May 2008 { <i>Liaised with clients on employer's behalf • Monitored receptionist</i> }	Moore's Transport Service
Temp Administrative Assistant Nov 2007 – Feb 2008 { <i>Liaised with clients on employer's behalf</i> }	Jamaica Customer Service Association (JaCSA)
Temp Executive Secretary Sept 2007 – Oct 2007 { <i>Managed the Executive Office</i> }	Institute of Jamaica (IOJ)
Temp Secretary Jan 1994 – Aug 1994 { <i>Liaised with clients on employer's behalf</i> }	Olympic Construction Limited
Temp Assistant Secretary Aug 1993 – Dec 1993 { <i>Liaised with clients on employer's behalf</i> }	Webster Memorial Church

References

Available upon request