

[www.linkedin.com/in/irvgenille-emmanuel-777565196](https://www.linkedin.com/in/irvgenille-emmanuel-777565196) (LinkedIn)  
[www.facebook.com/ainjheide/](https://www.facebook.com/ainjheide/)  
(Company)  
[www.amway.com/myshop/GKEallnatural](https://www.amway.com/myshop/GKEallnatural) (Company)

## Top Skills

Sage 50  
Reading Comprehension  
Active Listening

## Certifications

COVID-19 Contact Tracing  
Social Media Management  
Introduction to Social Media Marketing  
FA1  
EF SET

Castries, Castries, Saint Lucia

## Summary

~Completed 2 years at college with an Associate's Degree in Office Administration.

~Completed a Monroe program to be certified as a Bookkeeper

~Interested in the field of Office Administration, Social Media Marketing, and Finance.

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## Experience

### Valley Cold Storage

Accounts Clerk

August 2024 - Present (7 months)

Cul De Sac, Saint Lucia

### Caribbean Quality Meats Ltd

Accounts Assistant

March 2023 - August 2024 (1 year 6 months)

Gros Islet, Saint Lucia

### Solar Dynamics Ltd

Account Officer

October 2022 - January 2023 (4 months)

Saint Lucia

My responsibilities as an Accounts Officer at this institution are but not limited to reviewing daily

transaction reports before entering into QuickBooks, to prepare payroll, NIC & PAYE document

and payment preparations, cash flow, payroll, prepare documentation for shipments from St.Lucia and

manage freightments being received as well as completion transportation to

February 2022 - September 2022 (6 months)  
Saint Lucia

I first applied at this Chartered Accounting Firm for an Accounting Internship where I had

the experience of using QuickBooks to assist clients with their data entry converted

bank statements in excel to reconcile their bank accounts etc.

- During my internship, I was then placed at Gourmet Health food store where I was

stationed in the Accounting/Purchasing department, assisting in the accounts receivable

and payables aspect of the department as well as data entry for purchasing of the

business. I liaised with customer service and inventory departments to accomplish

majority of my daily tasks.

- My last placement under EMAX Solutions would be Solar Dynamics Ltd in the Accounts

Department as the Accounting Officer where I assisted in daily financial transactions,

payroll, NIC & PAYE documents and payment preparations, cash flow, etc. I have assisted

in the Purchasing/Inventory Department as well as Customer Service.

### Youth Emergency Action Committee(YEAC)

Community Promoter

November 2021 - February 2022 (4 months)

Castries, Saint Lucia

As a Community Promoter, I am required to assist the Project Manager in building resilience and improving emergency preparedness, mitigation, and response capacity in the vulnerable communities of Saint Lucia. My roles and responsibilities will include, the recruitment of new active members in the project community, ensuring activities listed in the work program are met, preparing a summary of activities done during the month, assisting in arranging workshops and seminars, updating social media accounts, etc.

Sir Arthur Community College

Associate's degree, Administrative Assistant and Secretarial Science,  
General - (2018 - 2020)