

Tamia Montes

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Personal Data:

D.O.B: 16th May, 2000

Age: 20 years

Marital Status: Single

Sex: Female

Children: None

Objective:

To work in an environment with the willingness to learn and to use my knowledge and experience in the best way possible in order to achieve the company's goal.

Education:

August 2013 – June 2017

Pallotti High School

- Honor Roll Student
- Best Athlete
- Major in Business
- 1st overall in English

August 2017 – December 2019

Saint John's Junior College

- Associate Degree in Business Administration with Tourism

Work Experience:

Christmas December 2017 & Summer June 2018 (worked during holidays)

Calypso Train Tours Ltd.

Owner: Denise Ockey (+501) 615 - 8585

Meet and Greet tourists

- Tour sales
- Tour Description to tourists
- Answer the tourist queries
- Kept track of boarding tickets

December 2018 – January 2019

Belize Postal Service Ltd (SJCJC School Internship)

Human Resource Manager Assistant

- Retrieve and put back employee files
- Update employee file records
- filing

7th July 2019 – 30th August 2019

Youth Apprenticeship Programme (one-month youth employment initiative geared towards giving young people work experience)

Data Entry Clerk

2nd September 2019 – 20th March 2020 (August 2020 – November 2020 off and on)

Lake Independence Office

Manager: Veronica Smith (+501) 613-2459

Data Entry/ Filing Clerk along with other administrative tasks

- Update both the electronic and hardcopy filing system.
- Maintain records of meetings and prepare meeting agendas and minutes
- Created an appropriate system for the recording, storing and retrieval of information
- Edited documents and drafted documents for approval
- Monitor and respond to work emails
- Arrange training for workers to operate system
- Respond to questions when asked from the public

Personal Achievements:

- Justice of the Peace for Belize
- Volunteer Coordinator for the Belize International Film Festival (2019)

Skills and Characteristics:

- Great listening skills
- Computer literate (Microsoft Word, Excel, PowerPoint)
- Excellent communication skills (oral and written)
- Professionalism
- Honesty and integrity
- Ambitious
- Fast learner and Always willing to learn new things
- Ability to Work Under Pressure
- Time Management
- Leadership
- Team player
- Accept and learn from criticism

Reference:

Name: Mrs. Denise Ockey
Place: Calypso Train Tours Ltd.
Position: Owner
Contact Number: (+501) 615 - 8585

Name: Ms. Veronica Smith
Place: Lake Independence Office
Position: Manager
Contact Number: (+501) 613-2459