

Alisha Herbert
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OJECTIVES: Thing aimed at or sought; a goal

I am looking for the work opportunity to express my ambition, work ethics, and history of success or unique skills. I am also dedicated to completing projects on time and surpassing expectation.

A job where I can utilize my skills and ideas to perform my duties and responsibilities to develop my work experience and learn more about my career path.

EDUCATION

Monroe College, Bronx, NY

Bachelor's in business management (September 2024 – August 2026)

Concentration: Human resource

Clarence Fitzroy Bryant College, Basseterre, St. Kitts

Associates degree in Humanities (September 2015- November 2017)

EXPERIENCE

Government of St. Christopher and Nevis, Basseterre, St. Kitts 2022 – Present

Personal Assistant

- Provide administrative and personal support to designated personnel.
- Manage schedules, meetings, and communications efficiently.
- Assist with document preparation, filing, and record-keeping.
- Coordinate tasks and liaise with internal departments as required.

Jaro Electronics, Basseterre, St. Kitts

Clerk (2017 – 2022)

- Processed and maintained records, ensuring accuracy in data entry and documentation.

- Assisted customers by addressing inquiries and providing product information.
- Organized and monitored inventory to support efficient stock management.
- Coordinated with the management team to streamline office operations.
- Facilitated communication between departments to enhance productivity.

VOLUNTEER ACTIVITIES:

Junior Carnival Parade, St. Kitts and Nevis (December 28th, 2024)

- Ensure the children were hydrated during the parade

WORK SKILLS

Teamwork Player, Communication and interpersonal knowledge, Data management,

COMPUTER SKILLS:

- Proficient in Microsoft Word, Excel and power point