CHATURA PHILIP

LEGAL ADMINISTRATION | EXECUTIVE SUPPORT | OFFICE MANAGEMENT

Antigua and Barbuda • 268-725-3388 • philipchatura@yahoo.com

PROFESSIONAL PROFILE

Dedicated administrative professional with extensive experience supporting senior legal leadership and delivering reliable secretarial and office support within legal environments. Currently serving as Personal Secretary to the Attorney General at the Ministry of Legal Affairs, Public Safety, Information and Justice. Brings strengths in organization, client coordination, document management, communication, and the handling of administrative responsibilities. Committed to professional growth and to providing efficient, confidential, and dependable support.

PROFESSIONAL EXPERIENCE

Personal Secretary to the Attorney General | 2014–Present

Attorney General's Office, Ministry of Legal Affairs, Public Safety, Information and Justice

- Provide administrative and secretarial support to the Attorney General's Office.
- Assist with the coordination and administration of legal and public safety initiatives.
- Support the preparation, organization, and dissemination of information and official communications.
- Help maintain an organized office environment and support the effective flow of administrative activities.

Secretary | 2003-2014

Steadroy C. O. Benjamin & Co.

- Performed clerical and general secretarial duties in a legal office setting.
- Coordinated communication and interactions with clients.
- Assisted with legal documentation, file organization, and case-management activities.

EDUCATION

Monroe University | 2024–Present

Antigua and Barbuda Institute for Continuing Education | 2001–2003

Clarehall Secondary School | 1997–1999 | Studies not completed

T. N. Kirnon Primary School | 1987–1997

CXC GENERAL PROFICIENCY SUBJECTS

Office Administration	**Grade 1**
Principles of Business	**Grade 2**
Food and Nutrition	**Grade 2**
English A / English General	**Grade 3**
Electronic Document Preparation and Management (EDPM)	**Grade 2**

CERTIFICATIONS & COMMUNITY INVOLVEMENT

- Participated in service projects focused on community upliftment.
- Engaged in community competition initiatives that encouraged local talent and participation.

CORE SKILLS

- Office administration and secretarial support
- Legal document and file coordination
- Organization, time management, and attention to detail
- Community project participation
- Electronic document preparation and management
- Client service and communication
- Administrative coordination and information dissemination

PROFESSIONAL DEVELOPMENT GOAL

Continue developing legal knowledge, administrative expertise, and professional capabilities through ongoing studies at Monroe University, with the aim of making an even stronger contribution to the Ministry of Legal Affairs and future professional responsibilities.

REFERENCES

Available upon request.