

Jamlin Clovis

Pierrot, Vieux-Fort, St. Lucia
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OBJECTIVE:

Highly organized and results-driven Business Administration student with over ten years of experience in administration, communications, project coordination, stakeholder engagement, and organizational leadership. Experienced in office administration, records management, meeting coordination, document preparation, event planning, and digital communications. Recognized for strong leadership, excellent interpersonal skills, attention to detail, and the ability to manage multiple priorities while maintaining professionalism and confidentiality. Passionate about supporting programmes and initiatives that contribute to community and regional development.

CORE COMPETENCIES

- Programme & Project Coordination
- Office Administration & Operations
- Meeting & Event Coordination
- Report & Correspondence Preparation
- Records & Document Management
- Research & Data Analysis
- Stakeholder Engagement
- Travel & Logistics Coordination
- Minute Taking & Action Tracking
- Microsoft Word, Excel & PowerPoint
- Digital Communications & Social Media
- Leadership & Team Collaboration
- Time Management & Problem Solving

EDUCATION:

Monroe University, Castries, St. Lucia

Bachelor of Business Administration in Business Management, expected December 2026

- Maintained a 4.0 GPA until present

Sir Arthur Lewis Community College

Social Media and Web Applications, August 2023

Sir Arthur Lewis Community College

Certificate in Early Childhood Education and Administration, May 2021

- GPA: 3.69
- Graduated as Top Student in the division

Relevant courses:

- Data Entry and Retrieval Procedures
- Entrepreneurial Strategy

EXPERIENCE:

Zando Automotive Shop, Belle-Vue, Vieux-Fort (June 2011–February 2025)

Business Administrator and Marketing Officer

- Coordinated daily administrative operations, schedules, and office procedures to ensure efficient business operations.
- Prepared and managed correspondence, reports, contracts, payroll records, and other business documentation.
- Maintained organized records, databases, inventory, and office supplies while ensuring confidentiality and accuracy.
- Supported management through research, operational reporting, customer communications, and procurement-related activities.

New Dawn Preschool, Grace, Vieux-Fort (September 2019-July 2024)

Educator/ Administrative assistance

- Assisted with administrative functions, including scheduling meetings, maintaining files, and coordinating school events and activities.
- Designed promotional materials and managed the school's social media platforms to increase awareness of programs, events, and enrollment opportunities.
- Developed and delivered engaging lesson plans that supported children's literacy, numeracy, and social development.
- Monitored, assessed, and documented students' academic and developmental progress.

TRAINING & CERTIFICATIONS

St. Lucia Social Development Fund (SSDF)

Life Skills Training, (June 1st-19th, 2026)

Udemy

Certificates, (November 2022- June 2023)

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| • Panel Discussion for Moderators & Panelists | • Drone Pictography |
| • Digital Marketing | • Communication |
| • Pitching | • Project Management |
| | • Graphic Design |

VOLUNTEER EXPERIENCE

Belle- Vue Combined School, Belle-Vue, Vieux-Fort (September 2024- February 2025)

Paraprofessional

ORGANIZATIONS/CLUBS:

Vieux-Fort North Women Group, October 2023 - Present

President

Vieux-Fort North Club 60, February 2024 – Present

President

Belle-Vue Combined School Parent-Teacher Committee, April 2022 - July 2025

Secretary

Harvest Pentecostal Women's Ministry, June 2010 – Present

Public Relation Officer

LANGUAGE SKILLS

- Proficient in English and basic proficiency in French

REFERENCES

Available upon request