

LAURINE MERLISA JAMES-ATILLE

Vieux-Fort, Saint Lucia
(758) 712-9667
nyimc758@gmail.com

OBJECTIVE:

Seeking an opportunity to transition into a leadership-focused administrative or management role where extensive experience and business knowledge can contribute to organizational success.

EDUCATION:

Monroe University – Saint Lucia,
Bachelor of Business Administration in Business Management, Expected October 2027
Delta Mu Delta International Honor Society in Business Member | 2026 – Present
GPA: 4.0; President's List

CERTIFICATIONS:

St. John Ambulance Association: First Aid Certification | October 2024

RELEVANT COURSEWORK:

Principles of Managerial Accounting	Introduction to Business
Principles of Finance	Business Ethics
Business Management Systems	Global Business

PROFESSIONAL EXPERIENCE:

Ministry of Infrastructure, Ports Services and Energy, Industrial Estate, Vieux-Fort, Saint Lucia,
(Administrative & Project Support)

Secretary

November 2007 – Present

- Coordinate departmental operations to ensure efficient and timely service delivery.
- Prepare, manage, and maintain confidential correspondence, reports, official records, and administrative documentation.
- Collaborate with internal divisions and external stakeholders to support departmental projects and operational initiatives.
- Maintain organized filing and records-management systems in accordance with government policies, procedures, and retention requirements.
- Coordinate meetings, appointments, and executive calendars, ensuring effective scheduling and follow-up.
- Serve as a key liaison between management, engineers, contractors, government agencies, and members of the public.
- Prepare procurement documentation, administrative records, and operational reports to support departmental activities.
- Manage databases and develop accurate Excel spreadsheets and reports for tracking, analysis, and decision-making.
- Organize and maintain project documentation and provide administrative support to technical and engineering teams.
- Process incoming and outgoing correspondence and respond promptly and professionally to stakeholder enquiries.

COMPUTER SKILLS:

Proficient in: Microsoft Word, Excel, Access, PowerPoint, Electronic Records Management, Data Entry & Reporting, Internet Research, Email & Calendar Management.

CAREER SERVICES APPROVED RESUME

Advisor:

Allecia Gordon-Dawkins

Date:

10/07/2026