LOUANNE JOSEPH

Bellevue Chopin
Phone: (767) 317-2773
Email: denica-joseph@hotmail.com

PROFILE

Dedicated and detail-oriented administrative professional with a strong educational background in business management and hands-on experience in office administration and team supervision. Skilled in coordinating schedules, managing records, and supporting efficient office operations. Proven ability to communicate effectively with clients and team members, prioritize tasks, and maintain smooth workflow. Fluent in English and French Creole, with basic proficiency in Spanish, and proficient in Microsoft Office applications. Seeking to contribute my skills and grow within a dynamic organization.

EDUCATION

Monroe College, St. Lucia
Bachelor of Business Management, expected graduation 2027
Minor: Human Resource

Dominica State College, Roseau, Dominica
Associate degree in Business Administration (2013 – 2017)

Pierre Charles Secondary School, Grand Bay, Dominica
High School Diploma (2008 – 2013)

EXPERIENCE

Adams Health Care, Roseau Dominica
Administrative Assistant / Supervisor
2018 – Present

- Coordinate schedules and organize appointments for staff and clients
- Supervise team members and assign daily responsibilities
- Maintain accurate records and update patient files
- Communicate with clients and departments to ensure timely service delivery
- Monitor supplies and handle office inventory management

VOLUNTEER ACTIVITIES

A&M Security, Canefield, Dominica
Administrative Volunteer
2015 – 2020

- Assisted with clerical duties including filing and document sorting
- Responded to phone calls and directed inquiries
- Prepared basic reports and assisted with appointment scheduling

LANGUAGE SKILLS

Fluent in English and French Creole; basic proficiency in Spanish

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint