

## ***Renee Boucaud***

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### **Objective**

My interests lie primarily in Personnel matters – this is where I feel my interpersonal skills and administrative expertise can contribute most effectively. Additionally, I would like to work in and contribute to the Caribbean and International region, as a whole.

### **Professional Profile**

- Excellent negotiator
- Strong Project Management skills
- Skilled at analysis and maintenance of data
- Strong reporting skills
- Skilled proof reader and editor
- Strong customer care focus

### **Work History**

#### **United Way Trinidad and Tobago** ***Events Coordinator***

**May 2008 – Present**

- Coordinate the 2008 REPSOL/United Way Golf Tournament
- Apply for sponsorship from companies and individuals
- Handle all correspondence to do with the tournament
- Coordinate media Launch and prize-Giving ceremony
- Liaise with main sponsors REPSOL on prizes, giveaway items, meals, etc

#### **Rotoplastics Trinidad Limited** ***Assistant to the General Manager***

**Oct 07 – March 08**

- Oversee and supervise the Purchasing Department
- Vice-Chairman of the Health and Safety Committee
- Liaison with new subsidiary Rotoplastics Barbados Limited
- Handled all shipments to Barbados
- Handled incoming shipments from China
- Handled new advertisements to Barbados
- Handled smaller projects on behalf of the General Manager

#### **bpTT**

**Jan-2006 – Oct 2007**

#### ***Administrative Assistant – Geosciences Team, L&D & Joint Ventures***

- Tracking progress and performance of individual team members
- Enhancement of my skills in project management: my job role has expanded across two roles – administrative support and Learning and Development coordination.
- Coordination of company events, conferences, meetings
- Maintenance of Share Point websites
- Invoice handling and procurement – liaising with external vendors
- Documentation and circulation of minutes and reports
- Committee Member for Unit's Community Projects

**Family Holiday Association – London, UK**  
**Donor Services Manager**

**Jul-2002 – Dec-2005**

- Logistical and Personnel planning for changes in team
- Preparation of reports, statistics and analyses to donors and community groups
- Event Management and assistance for charity events
- Collating information for newsletters, annual review and company website
- Generated marketing and promotional initiatives
- Delegation of projects to volunteers and monitoring of progress
- Supervised a team of volunteers and temporary staff in restructuring the fundraising department resulting in an improved recording system.
- Upgraded the charity's standing order system (over 800 donors) to a computerized one
- Implemented new system of payment for community groups
- Restructured the Charity's database (Visual Alms) to enable more efficient analysis and reporting

**Williams LEA Resourcing – London, UK**  
**Paralegal Assistant**

**Aug-2001 – May-2002**

- Various paralegal and quality control duties on specific projects, including proofreading, quality assurance, document archival, coding and data entry

**Other Employment**

**Customer Service Representative**  
**Customer Service Representative**

First Direct Call Center  
Royal Bank of Trinidad and Tobago

Apr-2001 – Aug-2001  
Sep-1996 – Aug-1997

**Education**

**B.Sc. Business Education**

Caribbean Union College  
(Andrew's University)

June-2000

**Training**

- Microsoft Office Applications – PowerPoint, Project, Excel, Word, Outlook & Sharepoint
- Visual Alms – Contact Management, Financial Processing, Reporting, Analyses, Queries
- Public Sector Training – Effective Fundraising, Creative Newsletters, Persuasive Letter-Writing, Minute Taking Skills

**Skills**

- Proficient in the Microsoft Office Suite, including Microsoft Project; Sage ACCPAC; SAP; E-Expense; Microsoft SharePoint, Internet applications; Sage Accounting package

**Interests**

- Competitive Running – completed the London Marathon 2005, British 10K, 2005, Great South Run 2003 and 2004, Flora Light Women's 5k 2003
- Volunteering – Special Olympics, Eston House Study Centre, BP Echo Project
- Member of the UK Institute of Fundraising and the UK Black Fundraisers Group