
LAUREEN A. THOMAS-HENRY

7024 Clover Lane, Upper Darby, PA. 19082
C: 267-353-6851 | lthomashenry@hotmail.com

Summary

I have a very diversified background. I have experience as an administrative professional in a project management and construction industry. I have also recently acquired customer service experience as well as experience as a paraprofessional/personal care assistant in an elementary school environment.

Experience

Paraprofessional/Personal Care Assistant (PCA) Upper Darby School District

04/2018 to current
Upper Darby, PA

- Provide one-on-one support for the assigned student in educational settings to include the classroom, hallways, cafeteria, recreational areas and field trips.
- Working alongside the student and making sure the environment is safe, nurturing and academically stimulating.
- Monitoring any change in moods or behavior.
- Support and/or assist the student to become as independent as possible and to display socially acceptable behavior in the school environment
- Prepare documentation and writing notes on a child's progress on a day to day basis and submit weekly to the school's administration department

Store Associate Modell's Sporting Goods

11/2017 to current
Upper Darby, PA

- Greet customers and answer questions appropriately
- Operate the cash register
- Maintain sales floor appearance
- Direct customers to merchandise
- Sort and hard tag items to put out on sales floor

Retail Associate Ross Dress For Less

12/2017 to current
Upper Darby, PA

- Work in the Cash Office part time to balance and record sales transactions from the day before
- Maintain sales floor appearance
- Direct customers to merchandise
- Sort and hard tag items to put out on sales floor
- Answer the telephone when assigned to the Fitting Room
- Greet customers and answer questions appropriately

Experience (cont'd)

Project Officer

02/2013 to 05/2017

National Insurance Property Development Company Limited

Port of Spain, Trinidad and Tobago

- Read and analyse incoming document and determine their significance and draft appropriate responses
- Coordinate directly with supervisor and other department personnel as well as with external suppliers
- Prepare payment authorization forms, purchase requisitions, billing instructions, reports, memos, letters, minutes and other documents
- Maintain correspondence register and filing system

Secretary

11/1993 – 0/2013

National Insurance Property Development Company Limited

Port of Spain, Trinidad and Tobago

- Prepare letters, memos, petty contracts and other documents
- Receive and record all incoming and outgoing correspondences
- Maintain an efficient filing system
- Photocopy, scan, fax or email correspondences to internal and external suppliers

Education

BBA: Human Resource and Marketing

2013

University of New Brunswick

Fredericton, Canada

Associate of Science: Management

2010

UWI/School of Business & Applied Studies (ROYTEC)

Port of Spain, Trinidad and Tobago

Certified Administrative Professional (CAP)

2003

International Association of Administrative Professionals (IAAP)

USA

Skills

- Computer proficient
- Microsoft Office
- File/record maintenance
- Quick Learner'

Core Competencies

Disciplined
Team player
Detailed and organized
Determined