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Carbondale
Illinois 62901

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Firm Faith Nelson

PROFESSIONAL SKILLS

- Manage independent study on-line courses
- Lectured the course: Behavioural Aspects of Financial Management
- Performed integral administrative role in the coordination of the following programmes at University of Technology, Jamaica (UTech):
 - SIU/UTech Masters of Science Degree in Workforce Education and Development (WED)
 - UTech Master of Science in Workforce Education
 - Postgraduate Diploma in Education
- Prepared monthly reports for Board meetings
- Trained Administrative Support to assume duties in Office of Graduate Studies and Research
- Established key business relationships and marketed company products
- Developed and implemented surveys/questionnaires to investigate the demands for company products

EMPLOYMENT

- **Course Manager**, Southern Illinois University IL **05/2005 - present**
- **Lecturer**, Jamaica Institute of Management **04/2004 - 5/2005**
- **Administrative Support**, UTech, Jamaica **05/2000 - 04/2005**
- **Secretary**, The Port Authority of Jamaica **7/1998 & 4/2000**
- **Marketing Representative**, Copy Shop Ltd. JA **1/2000 - 04/2000**
- **Receptionist**, Caricom Investments Ltd. JA **11/1994 – 09/1997**

EDUCATION

- Southern Illinois University, Carbondale, IL **2005 - present**
 - **M.Sc. Workforce Education and Development**
- University of Technology, Jamaica **5/2002- 8/2003**
 - **Bachelor of Science - Administrative Management (First Class Honours)**
- University of Technology, Jamaica (UTech) **9/1997 – 8/1999**
 - **Diploma (Credit)**
 - **Administrative Management**
- Priory Adult College of Education **9/1996 – 6/1997**
 - **Advance Level**
Management of Business and General Paper

RESEARCH ACTIVITIES:

University of Technology, Jamaica

- Research conducted – HOW EFFECTIVE WAS THE METHODOLOGY OF THE ADMINISTRATIVE STAFF REVIEW AT THE UNIVERSITY OF TECHNOLOGY, JAMAICA?
- Performed administrative role in the planning and organizing of research activities for the Faculty of Education & Liberal Studies
 - Research Institute and Research Committee meetings

AWARDS:

- 2005** **Distinguish Award for invaluable contribution and Service**
Faculty of Education and Liberal Studies, UTech, Jamaica
- 2004** Recipient of the Jamaica Association of Secretaries and
Administrative Professional Award for:
‘Outstanding Achievement in Administrative Management Student’
- 2003** **First class Honors – B.Sc. Administrative Management**

SKILLS:

Typing: 53 words per minute
Shorthand: 100 words per minute

Software: Include: Microsoft Word, Power point, Publisher,
Outlook, Word Perfect, and Excel.

REFERENCES:

Available upon request