

Monique Walker

Middle Administrative Professional

SUMMARY

With 7 years experience as an administrative professional, I'm able to provide companies with the help needed to get work done efficiently and effectively thus achieving short and long term goals. From customer service, data entry to bookkeeping, name it and it can be provided.

TECHNICAL SKILLS

Main Technical Skills	Data Entry, active admin
Ruby Libraries and Tools	active admin

2 years experience working in Procurement for a USAID funded organization (FHI 360 Advance Program)

Over 2 years experience working in Aviation Security with Norman Manley International Airport in Jamaica

Bachelor of Science Degree in Tourism and Hospitality Management