Mellisa M Rowe

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Summary of Qualifications

- Over ten (10) years' experience in resolving conflicts and promoting productive work relationships with diverse populations.
- Strong supervisory skills with administrative and training experience.
- Proven ability to work collaboratively as part of a team, self-reliant and independent decision maker with demonstrated ability to resolve conflicts.
- Good problem solving, analytical, team building, leadership, interpersonal, and communication skills with a strong customer service orientation.
- Strong multi-tasking, time management and organizational skills with the ability to handle difficult situations under pressure and stress, while being sensitive, courteous and friendly.
- Excellent verbal and written communication skills (clear, concise, and direct), with demonstrated ability to respond in a courteous manner.
- Proficient in Microsoft Office Suite, including Word, PowerPoint, Statistical Package for the Social Sciences (SPSS), Survey Monkey, Peach Tree.

Professional Skills and Experience

Ministry Of Agriculture and Fisheries

Senior Human Resource Development Officer (May 2021-December 2021)

- Oversees the operations of the Unit in the absence of the Director, Human Resource Development ;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource Service delivery;
- Develops and administers training needs surveys, analyses the findings and makes recommendations;
- Prepares submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Processes staff requests for time-off to pursue studies;
- Develops Individual Work Plan , Training Manuals and other training tools;
- Develops and maintains an effective Training Database for the Department;
- Develops and maintains a database of training providers and resource personnel;
- Contributes to the development and implementation of a Career Planning and Counselling Progromme for the Department;
- Provides advice to staff as it relates to career and professional development;
- Plans, organizes and delivers in-house training courses in collaboration with Heads of Divisions/ Branches and Units;

- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Assists with the development and management of an Orientation Programme for all staff of the Department;

Assistant Human Resource Development Officer (August 2020- April 2021)

- Assists in disseminating information to staff on training programmes, fellowships and scholarships;
- Assists in preparing submissions for the Office of the Services Commissions and the delegated functions committees for Officers to participate in courses locally and overseas;
- Contact made with institutions and organizations which deliver training ;
- Assists in conducting training needs surveys and preparing reports;
- Assists in coordinating the training programme;
- Assists in the development of the training evaluation tools ;
- Prepares and submits evaluation reports;
- Assists with preparing monthly training and other reports;
- Provides career counseling to members of staff;
- Assists in developing and disseminating procedures for the learning and development programme

Administrative Support Officer (March 2016 -July 2020)

- Assisted with hiring, training, supervising and assessing staff including ongoing coaching and instruction based on performance expectations;
- Responsible for submitting weekly payroll and for tracking and updating accounting records, tracking expenditures, payroll, and monthly reporting of throughput for Senior Management;
- Experienced at managing projects and supervising employees;
- Enforced the rules and regulations of the facility for the safety and welfare of staff and participants;
- Co-ordinated Wellness HIV/AIDS Activities and scheduled event;
- Liaises with Training manager to develop relevant and modernized training apparatus ;
- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions ;
- Managed confidential office records, inventories, coordinated meetings, meeting rooms and prepared agendas, documents and reports and distributed summary and minute notes ;

Research Officer -Trainee (September 2020- December 31, 2020)

- Conduct demands studies and produces report to provide information for policy development.
- Ensures that retail prices are collected at corporate area supermarket on a weekly basis to ascertain the supply and demand for various agricultural products.
- Conducts price studies in assigned geographic areas to: Analyze prices to ascertain movements on the market and Visits agro-processors to determine the needs for agricultural raw material.

Beauty Element Corp

Marketing Assistant (Part time : June 2014 -December 2021)

- Provide feedback to the Marketing and Product departments regarding customers' preferences and market demands.
- Research, analyze and report on competitors' marketing activities.
- Work closely with sales and marketing teams to develop marketing campaigns and strategies.
- Create social media strategies based on regularly evolving metrics and client feedback.
- Markets products by developing and implementing marketing and advertising campaigns.
- Maintains promotional materials inventory, plans meetings and trade shows, maintains databases, and prepares report.
- Organized events from conception to completion; arranged stage and program schedules; managed on site logistics and directed sound/technical services, and emcees.
- Provided creative design, style and themes for each event

EDUCATION AND TRAINING

Management Institute for National Development	Post Graduate Diploma in General Management
University Of Technology, Jamaica	Bachelor's Degree in Business Administration Major – Marketing, Minor - International Business
Management Institute for National Development and Record & Information Management Level 1	Supervisory Management, Inventory Management
Garmex Heart Academy	Fashion Designing Level 1 & Advance Dress Making
Jamaica Rescue Academy	First Aid /CPR/AED
The Face Place Institution of Aesthetics	Makeup Artistry

SKILLS AND INTEREST

Freelance Model - Bovtique Fashion Week Las Vegas , Design Jamaica , Mission Catwalk , Observer Style Week etc

Brand Ambassador -Beauty Element Corp (Bijoux Hair)

Actress/ Model Commercial and Print : Royal Decameron Hotel

Actress - Commercial: Jamaica Money Market Bank

Model Coach - New Image Talent and Model Agency

REFERENCE

Tim Lee
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