

# KALIMA PUSEY

Kingston  
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## WORK EXPERIENCE

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### **Administrator**

#### **Intellitec Recruiting Hub**

December 2017 to September 2020

I worked with Intellitec Recruiting Hub which is a Virtual Call center I was hired as Administrator. Working in that capacity I was responsible for :

- Scheduling Interviews of potential Candidates
- Conducting interviews for potential candidates
- Data Mining for potential Clients to get legitimate Campaigns utilizing platforms such as LinkedIn and SEO.
- Preparing contracts for the agents
- Preparing payroll formula
- Preparing spreadsheets and reports
- I also sent out daily correspondence via email
- Served as liaison between Agents and C.E.O
- Was apart of the decision of hiring and termination
- Preparing Agenda and minutes for meetings
- Advertised vacancies for the company on social media such as Facebook Instagram and What's app.

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### **Data Entry Operator**

#### **Electoral Office of Jamaica - Kingston**

December 2018 to March 2019

While working at the Electoral Office I did:

- Data entry
- Data sieving
- Organization of raw Data
- Issue Voting ID's
- Tended to questions and concerns and procedures of getting registered to vote.

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### **Administrative Assistant**

#### **Jamaica Hockey Federation**

September 2017 to December 2017

While working here I was able to :

- Prepare Expense reports
  - Liaison with Sponsors
  - Sought out Sponsors
  - Prepared Sponsorship correspondence
  - Administrative Assistant to President of the Jamaica Hockey Federation
  - Prepared schedule for the training of the junior hockey teams
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## **Operations /Accounts Clerk**

### **National Water Commission**

June 2009 to June 2017

As Accounts Clerk I was responsible for :

- Issuing checks
- Created and prepared invoices for payment
- Check Calculation, Description, Coding of invoices
- Generated Service orders, payment vouchers
- Prepared monthly rental reports via excel spreadsheet
- Prepared Direct deposits for approval
- File maintenance
- Prepared earning letters for contractors

## **EDUCATION**

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### **Asc Business Studies**

Excelsior Community College

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### **HHA**

Trinity Vocational School

## **SKILLS**

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- Hha, Microsoft Office, Email, Eft ect.
- Accounts Payable
- Administrative Experience
- Data Mining
- Search Engine Optimization (SEO)
- Data Analysis

## CERTIFICATIONS AND LICENSES

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### HHA

July 2017 to July 2017

## ASSESSMENTS

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### Data Entry Clerk — Proficient

May 2020

Maintaining data integrity by detecting errors.

Full results: [Proficient](#)

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Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.