

Cynara Duncan

Education

2005

Inter American U=University of Puerto Rico, Rio Piedras PR
Bachelors Degree in Business Management

Experience

1994-1999

Health Hospital Services, Government of the BVI, Road Town,, Tortola, British Virgin Islands
Clerical Trainee/Clerical Officer I

- Typing of Correspondence for Medical Officers and Nursing Officer.
- Assist the Hospital General Manager in drafting and typing of correspondence.
- Assisting the Hospital General Manager with appointments
- Transcribing minutes for meeting held by the Hospital General Manager.
- Assisting with incoming calls upon absence of receptionist.
- Filing of correspondence for the Chief Medical Officer.
- Any other duties assigned.

1999 - 2004

Student, Government of the BVI
Study Leave

2004 – 2005

Department of Human Resources, Government of the BVI, Road Town, Tortola, British Virgin Islands

Administrative Cadet

- Assist the Benefits Officer with processing of gratuities.
- Assist with insurance claim and distribution of correspondence.
- Drafting of correspondence assigned by Director of Human Resources.
- Assistance with typing of correspondence..
- Any other duties assigned.

2005 - 2010

Conservation and Fisheries Department, Road Town, Tortola, British Virgin Islands

Administrative Cadet/Officer

- Supervises and trains junior staff in the Administrative Unit.
- Maintains inventory of supplies and equipment.

- Oversees maintenance of vehicles and implement government policies for use of vehicles and equipment.
- Assists with preparation of Annual Budget, prepares new initiatives for Recurrent and Capital Budget Estimates and Annual Report.
- Oversees the management of accounting procedures, which includes preparation of warrants, approval of requisitions, preparation of purchase orders and vouchers on government accounting system, reconciliation of vote book and responding to queries from suppliers.
- Supervises preparation of travel documents for officers when traveling and clearing of advances on return.
- Oversees the update of leave records.
- Works with teams to implement activities for public awareness on environmental matters for Environment Month and Fisherman's Day.
- Drafts and edits correspondence.
- Represents the departments at meetings locally and deputizes in the absence of the Senior Assistant Human Resources Manager.
- Performs all other duties delegated by the Chief Conservation & Fisheries Officer.

2011 to present

Conservation and Fisheries Department, Road Town, Tortola,
British Virgin Islands

Environmental Education Officer

- Produces and manages publicity materials, exhibits, and multi media programmes for public education on environmental matters.
- Provides written and visual documentation of department activities.
- Coordinates activities to inform staff and community on environmental and related matters and seek funding for these activities.
- Serves as committee member of: the National Science Fair Committee, liaison to BVI Secretary General of UNESCO.
- Oversee organization and planning of activities for specific occasions such as Earth Day, National Science Fair, St. Georges Declaration Anniversary, and Annual Summer Programme.
- Prepare quarterly reports on activities completed for inclusion in the Annual Report.
- All other duties delegated by Chief Conservation & Fisheries Officer relating to the functions of the Conservation and Fisheries Department.[type job description here](#)

Computer Skills

- Microsoft Office Applications
- JD Edwards Application

Little Dix Hill, East End, Tortola, British Virgin Islands, VG1120, 284-443-1299,
cynaraduncan514@msn.com