

ALICIA EDWARDS

VIRTUAL ASSOCIATE



*I am a versatile
Management Professional
with over 20 years
experience in education &
training, hospitality and
retail sales.*

SPECIALIZATIONS

- Business Systems Optimization
- Project Management
- Admin Support Specialist
- Human Resource Support

WORK EXPERIENCE

Management Professional

1998-2020

- Led project teams and coordinated cross functional teams for projects up to US \$3M
- Led two strategic planning process and managed their implementation phases
- Created and implemented SOPs for greater organizational efficiency
- Supervised various Departments and mentored staff
- Oversaw annual budgets and implemented work plans

EDUCATION BACKGROUND

- 1995-2001
University of the West Indies
Msc. Management (Finance
Specialization)
Bsc. Management Studies
- 1992-1994
Valsayn Teachers College
Diploma in Teacher Education
- 2006
Project Management Professional