

Angelita Janssens

Civil Affairs assistant at Civil Registry of the Public Entity Saba

angelitapeterson@hotmail.com

Summary

Personnel & Salary Database Administrator with over 10 years of combined experience in the Public sector field with specific competencies in providing vital support to the executive management team as well as overseeing daily administrative functions and in the last 3 years, experienced in maintaining personnel administration.

Proven track record in maintaining an organized filing system.

Dependable in meeting deadlines in a timely manner with a high degree of accuracy while being driven by positive results.

Familiar with a variety of new technologies such as personnel information management software.

Always available to assist in the daily operations of an efficient office as well as assist colleagues with their tasks.

Always available to answer employees' questions diplomatically.

Familiar with employee laws applicable to the BES islands such as 'the 'Rpba- BES' and several other laws through frequent consultation of www.wetten.overheid.nl

Continually proven to be exceptionally trustworthy in handling matters of confidentiality.

High degree of integrity.

Experience

Civil Affairs assistant at Civil Registry of the Public Entity Saba

July 2014 - Present (1 year 10 months)

Passport requests, print excerpts from the records database, make up death certificates, registration of immigrants, IDs (sedulas) & driver license requests, change of address requests

Medewerker Personeel- en databasebeheer at P&O Public Entity Saba

January 2013 - October 2014 (1 year 10 months)

Application Manager & Salary Administration at P&O - Public Entity Saba

January 2012 - October 2014 (2 years 10 months)

Registration & Administration of sick leave & vacation in PIMS@All; Calculation & input of monthly salary mutations to complete simulated payroll in PIMS@All/PayMaster in order to simulate and phase out the old payroll software – Payroll Pro & implement PayMaster (1st January 2012 – 31st March 2012); Solely execute the monthly payroll for the entire Government civil service apparatus in PIMS@all/PayMaster which includes calculation and input of various mutations e.g. bank loans, leave of absences, overtime and various allowances to the controlling of payroll mutations (not routinely) before bank files are created and preparing monthly balance sheets for the Finance Department; Job Letters, Digitization & Document Management, Draft letters, Impromptu Reports & Creation of employee data tables in PIMS@All, Vacation form control & mutations; fill in employer's declarations for IND; Advisory role to the Executive Council in connection with salary mutations to make sure the mutations are aligned with the laws and/or policies e.g. (CAO/CLA) which are in place as well as advising on the legal status of employees. Maintaining contact with external auditors/accountants for the verification of salary/pension information. Maintaining contact with internal control over the execution of mutations as well as coaching on how codes are used in the system. Calculation and creation of employee anniversary data (ambtsjubileum) in regards to leave of absences, illegal absences and time spent holding political office.

Administratief Medewerker - P&O at P&O Public Entity Saba

February 2011 - October 2014 (3 years 9 months)

- Instrumental in taking this office digital – All incoming documents are scanned to the server since February 2011 and are now linked to employees' digital dossier in PIMS@All
- Analysis reports with graphical data on employee sick leave; Reports on mediation meetings with employees; Team quarterly reporting to CFT (College Financiaal Toezicht) on personnel's leaves of absences, salary mutations, resignations and appointments in reference to the budget.
- Maintaining appraisal lists for the destruction of documents; Draft letters for the Executive Council; Coordination of employee information sessions; Recruitment and selection support; Liaison with PCN (Pensioenfonds Caribisch Nederland); Employee support; Maintain over 200 personnel dossiers; Management support & Vacancy Announcements

Secretary to Commissioner at Saba Island Government

January 2007 - February 2011 (4 years 2 months)

- Graphic Design, Travel arrangements, Press Releases, Speeches, Event Planning, Filing, Liaison Work, Budget Preparation, Data Analysis, Surveys, Itineraries, Agenda Preparation, Minutes preparation, Data Entry, Data Transcription, Letters & Editing, Purchasing, Scheduling & PR

- Instrumental in organizing local events for “International Women’s Day 2007, 2008 & 2009” for about 200 women.
- Instrumental in setting up chronological archival system for Commissioner Bruce Zagers.
- Played a key role as part of the team in organizing scheduling for the CARICAD workshops which were part of the IVB programming funded by USONA as well as coordination of the refresher computer courses for the civil servant apparatus.
- Project coordinator for USONA project ‘opschonen en digitaliseren archief van het eilandgebied Saba’ (Cleaning up & digitizing archive of the Island Territory Saba) – preparatory meetings with department heads to prepare law on ‘richtlijn bewaartermijnen’ (besluit nr. 25/10), budget management & control, logistics management, project progress reports, responsible for one subordinate, training implementation & scheduling, administrative work & negotiation with third parties for the purchasing of materials (software & hardware etc.)
- Worked with a colleague on independent island wide rental data survey 2009 which included the collection of data and analysis of data.
- Price Monitor Committee – Collection of data, analysis and price comparison reports including the use of graphs to analyze data in Excel.

Administrative Assistant at Saba Tourist Bureau

September 2002 - December 2003 (1 year 4 months)

- Administration; Computer related tasks such as database management; Data entry, Customer service; Filing; Correspondence; Promotion; Reports, Letters; Coordination of Familiarization Trips; Editing; Marketing
- Represented the Island of Saba at American Airlines Caribbean Exchange Trade Show in Puerto Rico, May 2003.
- Travel Article on Island of Saba published in Best Caribbean Magazine.

Languages

Dutch

Volunteer Experience

Member at Voting Bureau - The Windwardside, Saba Dutch Caribbean

September 2012 - September 2012

Member of Voting Bureau (Voting district –The Windwardside) for the Second Chamber Elections of the Netherlands on September 12th 2012.

Assistant Secretary at Red Cross Saba Chapter

November 2006 - August 2008

Chaperoning of the Red Cross Jr. Brigadiers on a trip to Sint Maarten for a Red Cross Work Shop and helped at fundraising events.

Member at Saba Cultural Foundation

August 2009 - December 2009

Played an integral role in organizing the official part of Saba Day 2009 as well as the weekend fundraising festivities.

Alternate Member at Election Committee - The Bottom, Saba Island, Dutch Caribbean

January 2010 - January 2010

Alternate Member on Election Committee for the Parliamentary Elections held on January 22nd 2010 to elect a Senator to Saba’s seat in the Parliament of the former State of the Netherlands Antilles.

Member at Voting Bureau - The Bottom, Saba Island, Dutch Caribbean

March 2011 - March 2011

Member of Voting Bureau (Voting district –The Bottom) for the Island Council Election of the Public Entity Saba on March 2nd 2011.

Courses

Currently enrolled online, Associate of Science in Business

Columbia Southern University	
Human Resource Management	BHR3352
Organizational Communication	BBA2026
Principles of Management	BBA3602

Administrative Assistant

Saba Tourist Bureau
Marine Resource Management Course by Alex F. Brylske - PADI AWARE

Medewerker Personeel- en databasebeheer

P&O Public Entity Saba
PIMS@all & IBM Impromptu refresher training 23.5 +/- hours

Intercultural Communication & Collaboration 12 hours

Secretary to Commissioner

Saba Island Government

Helder Schrijven 16 hours

Dutch Language Course 240+ hours

CARICAD Workshop “Strategic Management methods
in a rapidly changing environment”

CARICAD Workshop "Change Management"

CARICAD Workshop “Capacity Building and Public
Sector Modernization in the Caribbean”

Archival Management Law & Appraisal Workshop 9,5 hours

Application Manager & Salary Administration

P&O - Public Entity Saba

Ambtelijke rechtspositie en arbeidsvoorwaarden CN 20+/- hours

PayMaster 30+/- hours

Administratief Medewerker - P&O

P&O Public Entity Saba

PIMS@All, PayMaster, IBM Impromptu & Application Management 80 hours

Introduction to Human Resources 25 hours incl. exam

Payroll Pro 7 hours

Independent Coursework

Quickbooks 16 hours

Skills & Expertise

Administration

PIMS@all

PayMaster

Impromptu

Data Analysis

Application Management

Microsoft Office

Personnel Information Management Software

Budgeting

Employee Relations

Event Planning

Organizing

Filing

Digitization

Financial Reporting

Management Support

Archiving

Government Liaison

Employment Law Advice

Document Management

Internet Research

Numerical Analysis

Event Management

English

Management

Coaching

Organizational Development

Personnel Management

Budgets

Dutch

Government

Customer Service

Policy

Change Management

Education

Columbia Southern University

Currently enrolled online, Associate of Science in Business, 2011 - 2016

Grade: Current G.P.A. - 3.43

Activities and Societies: Nominated for the National Society of Leadership and Success, Sigma Alpha Pi

Online Chapter

Interests

Art

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2 people have recommended Angelita

"I gave Angelita piano lessons many years ago. She sticks with a problem until it is solved."

— **Jeannine Denning**, was a consultant or contractor to Angelita at P&O Public Entity Saba

"Angelita is a detailed orientated worker whom always plans with the end in mind. In my experience she has been helpful when called upon, knowledgeable in diverse areas, and has the ability to juggle many tasks at the same time. I highly recommend Angelita to any organization that would have her."

— **James Wright**, worked with Angelita at Saba Island Government

[Contact Angelita on LinkedIn](#)