

Lavern Richards

Human Resources/Office Manager

ATAVUS GROUP LIMITED

Profile

Living on a three mile long island, greatly curtails any possibility of having a satisfying career. The concept of island life dictates that you live, grow up, have kids then wait to die. That was not the path Lavern Richards chose. Getting out of the box first required thinking out of the box. Thus when her parents afforded her the opportunity to attend college, she vowed to never let her physical circumstances determine her future choices. Along Lavern's path of self discovery she remained true to the value of hard work her mother had instilled.

From her diverse professional background spanning non-profit organizations to multinational conglomerates, she gained invaluable experience. This molded Lavern's managerial approach which is to communicate and facilitate; without losing one's integrity or ones' self. When she and her husband Dominic sold everything and quit their jobs to pursue their dreams of higher education, Lavern learned a priceless lesson; Life belongs to the Bold. Only those who aren't afraid to live their dreams will control their vision hence their future. This is what drew Lavern to Atavus Group Limited. She believes the vision; and she shares the ideals of a family-first facility for all Bahamians.

Skills

- International Business
 - National Insurance Training
 - Human Resources
 - Accounts Management
 - Analytical Thinking
 - Operations Management
 - Project Management
 - Contract Negotiator
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Professional Experience

- August 2006 – 2009 Chief Operating Officer: Sunset Harbor Resort Limited
Harbour Island, Eleuthera, Bahamas

Description /Duties
 - Accounts Management
 - Management and Development of National Insurance/Safety Compliance Program
 - Contract Negotiator
 - Performance Appraisal
- September 2005 – August 2006 Senior Manager Bottom Harbor Club and Resort
Bottom Harbor, Eleuthera, Bahamas

Description/Duties
 - Auditor
 - Accounts Payable and Receivable Duties
 - Staff Payroll Issuance
 - Inventory Management/Cost Control
- January 2001 – August 2005 Accounts Manager: Dallas Minority Family
Plano, Texas

Description/Duties

- Tax Regulation Compliance
- Sponsor Compliance
- Accounts Payable and Receivable

- July 1991-September 1992

Assistant Manager: Choosy Foods Restaurant and Health Store
Nassau, Bahamas

Description/Duties

- Accounts Payable and Receivable
- Goods and Services Management

Technology

Software:

RoomMaster/Point-Of- Sales System, QuickBooks, Microsoft Office Suites

Education

- June 1988 – May 1991

Clearwater Christian College
Bachelor of Science Business Administration

- June 1987 – May 1988

Lustre Christian High School

- August 1983-May 1987

Windermere High School

Recreational

Reading, interior designing, video games