

Catherine Norma Butcher

QUALIFICATION SUMMARY

Over 25 years of increasing responsibility in the field of administration both in the public and private sectors, more than 10 years' senior management experience and 7 years' experience developing cooperative societies in Saint Lucia.

Results driven, highly motivated and dynamic management professional impacting business performance and participating in the Senior Management Team as a business partner and change agent with a particular focus on driving human capital and business strategies.

Excellent writing and verbal communication skills; budget preparation and analysis of annual financial reports and strategic thinker with the ability to resolve conflicts, negotiate, define problems and devise and implement solutions.

EDUCATION

Master of Communications Management (Distinction), Coventry University, United Kingdom, 2007

BBA (major in Management), Hons., University of Technology, Jamaica, 1997

Diploma, Business Administration (Corporate Secretary/Management), College of Arts, Science and Technology [now University of Technology], Jamaica, 1993

Certificate in Cooperative Management (Best Student Prize), Cooperative College of Malaysia, Kuala Lumpur, Malaysia, 1998

Certificate, Administrative Professional Secretaries, University of the West Indies, Department of Extra-Mural Studies, Saint Lucia, 1988

Project Management Professional (PMP) Certification (ongoing), Project Management Institute, USA, 2012

EXPERIENCE

- Sept 2013 - : Doctoral Fellow, EU Marie Curie Network for Initial Training, Universities in the Knowledge Economy (UNIKE), Graduate School, Roehampton University, London**
- 2007 - Sept 2012 : Administrative Manager, Caribbean Community (CARICOM) Secretariat/Pan Caribbean Partnership against HIV and AIDS [PANCAP], Georgetown, Guyana**
- 2004 - 2007 : Assistant Permanent Secretary, Ministry of Communications, Works, Transport and Public Utilities, Saint Lucia**
- 2002 - 2006 : Part-time lecturer in Business Communications and Office Practice and Procedures, Institute of Training and Management Consultancy (INTRAMACS), Saint Lucia (Now Monroe College)**
- 2002 : Facilitated training workshops on the Cooperative Societies Act for Board of Directors and Managers of a large credit union**
- 2001 - 2004 : Human Resource/Administrative Manager Eastern Caribbean Telecommunications Authority (ECTEL), Saint Lucia**
- 1994 - 2001 : Senior Cooperative Officer, Ministry of Community Development, Social Transformation and Cooperatives, Saint Lucia**
- 1992 - 1994 : Senior Administrative Secretary, National Commission for UNESCO, Ministry of Education & Culture, Saint Lucia**
- 1987 - 1989 : Executive Secretary, Sir Arthur Lewis Community College (on Secondment)**

SEMINARS, WORKSHOPS, SHORT COURSES

- “Principles of Public Health and Epidemiology” Certificate, Centers for Disease Control and Prevention (Caribbean Regional Office), Guyana, 2007
- “Credential and Institutional Fraud” Certificate, Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE), Saint Lucia, 2006
- Certificate, “10th Commonwealth Advanced Seminar **Leading Strategic Change in the Public Sector**”, University of Wellington, New Zealand, 2005
- “Telecommunication Regulation for Countries of the Organization of Eastern Caribbean States” Certificate, International Telecommunications Union/Telecommunications Development Bureau, Saint Lucia, 2001
- “Team Building” Certificate, Lawrence and Lawrence Management Consultancy, Barbados, 1997.
- “Conducting Classroom Instructions” Certificate (Training of Trainers), Eastern Caribbean Economic Management Programme/CIDA, Saint Lucia, 1997
- “Auditing” Certificate, Eastern Caribbean Economic Management Programme/Eastern Caribbean Central Bank/International Labour Organization, Saint Lucia, 1997
- “Productive Lending” Certificate, The Caribbean Confederation of Credit Unions, Saint Lucia, 1996
- “Credit Union Inspection and Monitoring” Certificate, Eastern Caribbean Economic Management Programme, Saint Lucia, 1996

APPOINTMENTS BY GOVERNMENT OF SAINT LUCIA

- Rapporteur, Caribbean Association of Local Government (CALGA), 1993
- Rapporteur, National Carnival Development Committee (NCDC), 1993

PAPERS

- “The Impact of Telecommunications Liberalization on Saint Lucia”, Dissertation submitted to Coventry University in partial fulfillment of the requirements of the Master in Communications Management, 2007 (unpublished).
- The Socio-economic Impact of Farmers Cooperatives on Saint Lucia, 1996 (unpublished).
- “Public Sector Reform: Culture of the Public Service and its Impact on Productivity” (Presented at the 10th Commonwealth Advanced Seminar in New Zealand), 2005.

COMPUTER SKILLS

Knowledge of Microsoft Office applications (Word, Excel, Outlook, Access, Microsoft Project, Power Point, Publisher); Internet, Corel Draw, Photo Paint, Photoshop.

LANGUAGES

English (mother tongue)

French & Spanish (basic)

Haitian Creole (working knowledge)

AFFILIATIONS

- Member, Institute of Management Accountants
- Member, Project Management Institute
- Member, International AIDS Society
- Member, Toastmasters Club International
- Member, National Secretaries Association