EXECUTIVE OFFICERS
(1)

Position: General Manager

Name: Solange Bertilia LeBlanc-McKenzie

Mailing Address: P.O. Box 514, Roseau, Commonwealth of Dominica

Telephone No.: Home: 767 448-7727; Work: 767 448 2681; Mobile: 767 235 2902

Name of employers, titles and dates of positions held during past five years with an indication of job responsibilities.

EMPLOYER

Dominica Electricity Services Limited

POSITION

- **Human Resources and Administration Manager** 2002 – July 2014

  Job Responsibilities Included:

  - Developing policies and procedures on all Human Resource Functions
  - Co-ordinating Staff Training
  - Co-ordinating Performance Appraisal System
  - Co-ordinating the Recruitment Process
  - Developing and implementing Personnel Policies and Procedures
  - Maintaining the Personnel Filing System
  - Administering the Employee Benefits Program
  - Assisting Line Managers in handling Employee Related issues
  - Supervising the Human Resources & Administration Department Staff
  - Providing Counselling to Management on Human Resource issues
  - Co-ordinating the Occupational Health and Safety Function
  - Managing the Employee Relations Function
  - Providing general administrative services
  - Preparing annual budgets
  - Monitoring adherence to Health & Safety policies and practices
  - Managing the Stores/Purchasing & Fleet sections

- **General Manager** August 2014 to Present

Job Responsibilities Include:

- To recommend strategies, business plans, budgets, policies and courses of action to the Board and to implement those approved

- To manage financial strategy and controls
  By
  Deciding on budgeted expenditure through the expenditure approval processes

- To direct and lead the senior management team
  By
  Identifying actions required and issuing instructions for the achievement of same

- To monitor performance of senior management
  By
  Comparing the objectives set with outcomes and by making recommendations for improvement where required

- To cultivate stable relationships with government and other agencies

- To create an effective public image of the company by assuring that the organization is consistently presented in a strong and positive manner to its shareholders

- Report on the organisation's operations to the Board.

- Any other related duties

EDUCATION (DEGREES, SCHOOLS, AND DATES):

- Brooklyn College of the City University of New York, Brooklyn, N.Y., June 1988
  Bachelor of Arts (Hons.)
  Major: Economics
  Minor: Psychology

- University of the West Indies, 1998
  MBA Distinction
  Major: Operations

- University of the West Indies, 2000
  MBA HRM

- Human Resource Certification Institute (HRCI), Alexandria Virginia, June 2012
  Senior Professional in Human Resource (SPHR)

Also a Director of the Company [ ] Yes [✓] No

Indicate amount of time to be spent on Company matters if less than full time: _____