



Althea J.F.Headley

Education

MSc 1997 National Louis University, Illinois, USA
AICB (Hons) 1992 Institute of Canadian Bankers, Montreal, Canada
BA (Hons) 1983 University of the West Indies (Mona)

Experience

Owner/Administrator, 2008-2011
Marcas Nursing Home, Mandeville, Manchester
Supervision of all aspects of the home including purchasing,
nursing operations, communication with family and medical professionals

Senior Benefit Service Representative, 1997-2000
Automatic Data Processing, Elk Grove Village, Illinois
Responsible for 401 K and pension plans for company employees

Personal Banker, 1996-1997
LaSalle Bank , Elk Grove Village, Illinois
Responsible for the opening of accounts and sale of investment products
Branch Manager, 1989-1995
Century National Bank , Mandeville, Manchester
Recruiting and training of new branch employees
Managed the branch credit portfolio
Trustee for bank pension plan

Branch Manager, 1988-1989
Century National Bank , Ocho Rios, St Ann
Responsible for the hiring of new employees
Marketing of new branch location
Overseeing the branch credit portfolio

Customer Service Representative 1986-1988
Century National Bank, New Kingston

Responsible for the training of tellers
Opening of accounts

Teller 1984-1986
Century National Bank, Duke Street
Handling all customer cash transactions

Civic Participation

Board member, Mandeville Primary and Junior High, Jamaica 1993-1995
Board member, Belair School, Mandeville, Jamaica 1992-1995
Board member, deCarteret College, Mandeville, Jamaica 1994-1995

Interests

Reading, word games, interacting with children and young people