
JS

JANICE SKELTON

MANAGING DIRECTOR

PROFILE

Trust and Corporate professional with over thirty years of practical working experience in the corporate and trust sector of the Virgin Islands. A proven demonstration of knowledge, skills and abilities in the local market adds both professionalism and a unique personal touch in successfully achieving organisational objectives while meeting client needs.

CONTACT

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Virgin Islands, British

KEY SKILLS AND CHARACTERISTICS

Strong Interpersonal & Communication skills • Demonstrated Leadership • Relationship Building and Management • Client Account Management • Organizational and Time-Management Skills • Proven ability in Meeting Business Goals and Objectives

EXPERIENCE

MANAGING DIRECTOR, JMS MANAGEMENT LIMITED

(APRIL 2022 – PRESENT)

Provide consultancy and management services to BVI Business Companies, including compliance verification, directorship services, human resources requirements, proposals and other ancillary trust and corporate services requirements.

MANAGING DIRECTOR, NEWHAVEN CORPORATE SERVICES

(FORMERLY CARIBBEAN CORPORATE SERVICES LIMITED)

ROAD TOWN, VIRGIN ISLANDS

(1996 – MARCH 2022)

Provided leadership and oversight for a team of 10 professionals, ensuring that global trust and corporate objectives were met. Accountability for the overall performance of the company and for the day-to-day management of the firm's activities under delegated authority from the Board.

OFFICE ACCOUNTANT, DELOITTE & TOUCHE/CARIBBEAN CORPORATE SERVICES LIMITED

ROAD TOWN, VIRGIN ISLANDS, BRITISH

(1991 – 1996)

Prepared monthly management accounting for the organisation, managed human resources and general office management.

OFFICE ADMINISTRATOR/CORPORATE SUPERVISOR, HARNEY WESTWOOD & RIEGELS

ROAD TOWN, VIRGIN ISLANDS, BRITISH

(1987-1991)

Responsible for the smooth running and operation of the office and managed a small team of 4 persons. In addition, supervised the largest portfolio of companies OIL – Offshore Incorporations Limited.

EDUCATION

BACHELOR OF SCIENCE, MANAGEMENT STUDIES (HONORS)

UNIVERSITY OF THE WEST INDIES, BARBADOS

MASTER OF MANAGEMENT (INTERNATIONAL)

UNIVERSITY OF PHOENIX, ARIZONA

CERTIFICATE IN INTERNATIONAL TRUST MANAGEMENT

SOCIETY OF TRUST AND ESTATE PRACTITIONERS

**INTERNATIONAL ADVANCED CERTIFICATE IN COMPLIANCE
AND FINANCIAL CRIME (MERIT)**

INTERNATIONAL COMPLIANCE ASSOCIATION