

Lady Hill Avenue,
San Fernando.
Cell# (868) 283-5095

May 9, 2016

Attn: Human Resources Manager;

Let me first of all introduce myself to you. My name is Shantal Johnson and attached to this document is a copy of my resume outlining my experience and education.

I am a highly motivated individual and a team player, who is able to foster good working relationships with peers, subordinates and supervisors alike. I am a diligent, goal-oriented and committed worker who can apply and utilize my creative abilities, analytical skills and intelligence towards helping an organization attain its objectives, efficiently and effectively.

My successes thus far, have been defined by my ability to serve and satisfy the needs of others, to build strong teams, to work through change, to develop young leaders under me, to promote and exemplify continuous development, to manage diversity and to problem-solve and derive solutions to problems at hand.

I hope that I am given the opportunity to prove to you that I will be an asset to your organization. I look forward to hearing from you.

Thank you for your consideration.

Yours respectfully,

Shantal Johnson

Shantal Johnson

Objective

To continue striving for excellence in my career and education and to utilize all my knowledge, skills and abilities to diligently and faithfully serve any organization that employs me.

Experience

Clerical Assistant at San Fernando City Corporation from April 15th 2014 to January 14th 2015.

- Filing and forwarding Public Complaints.
- Making and receiving phone calls.
- Booking for use of the Auditorium/Hall.
- Assisting other members of staff in their tasks.

Clerical Assistant at Customs and Exercise Division Customs Resort Officers Department from August 13th 2013 to November 12th 2013.

- Data Entry.
- Filing and printing of documents.
- Assisting Customs Clerks with filing, stamping shipping documents.

Education

2006 - 2011 CXC Passes

English A	1
English B	1
Mathematics	1
Principle of Accountants	1
Principles of Business	2
Human and Social Biology	1
Geography	2
Spanish	1

Extra-Curricular Activities

- Plays Volleyball for a community Volleyball Club.
- Reading and Running.

References

- Denise Zaid - Abdul Phone# 795-1582
- Stacy Dailey Phone# 796-0101