

Human Resource Manager

Dear Sir/Madam,

I am hereby applying for a position in your establishment that is in commensurate with my education and experience. I am a very dexterous, confident and vibrant individual who enjoys challenges, if given the opportunity I will ensure that my key duties and responsibilities come to fruition.

Please consider me when doing your employee selection. Thank you for your time and consideration and I humbly await your reply.

Yours Respectfully,

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Melissa K. Mathis

# MELISSA MATHIS

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Ip130 A Dibe rd Long Circular St James

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## PERSONAL

Date of Birth: 5th June 1993

Status: Single

Sex: Female

**CAREER OBJECTIVE:** To become gainfully employed in an establishment that provides opportunities for growth and development and to make remarkable contributions to this workplace.

## PROFESSIONAL EXPERIENCE

### Cva ltd

2017 February-June

Cashier

Core responsibilities include

- Cashing out items at the pharmacy
- Cashing all patients at the doctors office.
- Balancing float at the end of every shift.
- Merchandising shelves when needed.

**Mobile Sales and Services Agent at:**

**2014**

Digicel Trinidad and Tobago

Core responsibilities include

- Answering Incoming calls routed to agents
- Assisting customers with any queries or issues with regards to the mobile service.
- Maintaing exceptional customer service.
- Logging Tickets and queries.

**Customer Service Representative at:**

2010-2011(July-August, December)

Priority Metal Works

Scaffold King

core responsibilities include

- Greeting customers ,assisting with selecting the product.
- Filing all documents
- Writing receipts, collecting payments via cash,credit card,linx, cheque
- Answering all incoming calls also contacting customers .

**Cashier :**

Hilo Food Stores (2009 July-August)

**Sushi chef at:**

More vino More sushi (2012-2013)

Sushi Express (2015-2016)

Core Responsibilities include:

- Greeting customers
- Preparing sushi rolls
- food prep for menu items
- Maintaining cleanliness of kitchen
- Stock taking
- Limiting food spoilage

### **Kidzville daycare**

**2008**

Corpus Christi College job Training programme

Core responsibilities include

- Meeting and greeting parents
- Assisted in Bathing ,feeding monitoring kids during playtime and other activities.

### **EDUCATION**

**Newtown Girls R.C-            1998-2005**

**Christi College-                2005-2010**

CXC O' Levels

- Mathematics
- Principles of Business
- Social Studies

- Human and Social Biology
- English
- Integrated Science

## **Trinidad and Tobago Hospitality and Tourism Institute**

Associate Degree in Culinary Management

(1yr to complete)

### **COMPUTER LITERACY**

Practical experience in:

Microsoft Word

Microsoft Excel

PowerPoint

### **REFERENCES**

#### **Bisa Balewa**

Contact Information:

Phone #625-4(cva)

Accounts Manager

CVA Ltd

**Kathy Ann downes**

Contact Information:

Phone # 391-7550

Administrative Assistant

Digicel Trinidad and Tobago

Other references are available upon request