

Denecia J Peters  
LP#53 Churchill-Roosevelt Highway  
Wallerfield  
Arima  
868-363-2330  
[petersdenecia@gmail.com](mailto:petersdenecia@gmail.com)

26<sup>th</sup> March 2018

Dear Sir/Madam:

It is with great enthusiasm that I apply to your organization for employment. I am currently employed as the Services Coordinator in the sales department at Flick Technology Ltd. However, I would like to move forward and take my career into a new direction.

Due to past and current work experiences & responsibilities as a Sales Representative and the Services Coordinator, I have become a dynamic person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I have gained good interpersonal skills which I have come to realize is a very important asset in the workplace and in life as a whole.

I am open to any situation that is a challenge and that would make me utilize my skills and abilities to bring in the best results.

Enclosed is my resume for your review and I would like to take this opportunity to thank you for your time and consideration.

Yours Sincerely,

Denecia J Peters

# DENECIA J. PETERS

LP#53 Churchill-Roosevelt Highway, Wallerfield,  
Arima.

(868) 363-2330  
petersdenecia@gmail.com

## Profile

I am a patient, hard-working and self-motivated individual who works well with teams and if given the opportunity, would meet all your expectations of a good employee.

## Objective

To work in a challenging and dynamic environment where I can become a well-rounded and contributing member of the workplace and society, in general.

## Education

### SITAL College Tertiary Education

2006

- Certificate in Microsoft Office (Word/Excel/PowerPoint)
- Certificate in Computer Literacy

### St. Joseph College

2001 – 2003

*#1 Richmond Street, St. Joseph*

- English A (1)
- Human & Social Biology (2)
- English B (3)
- Biology (3)
- Mathemtics (3)

## Experience

### **Flick Technology Ltd**

*#96 Aranquez Main Road, San Juan*

**2006-present**

#### **Service Coordinator**

- Scheduling rosters for service technicians daily
- Provide quotations and cross sell company services
- Update client service requirements
- Contact current clients and schedule services
- Manage, record and replenish stock
- Generate billing invoices for clients
- Filing of client information

### **Sales Clerk**

#### **Francis Fashion & Shoe Locker**

**2004- 2006**

- Sales Representative
- Compare daily sales reports

## Extra-Curricular

- Sewing

## References

- Mr. Anthony Blackman  
Managing Director  
Blackman's Paralegal & Associates T&T Ltd.  
499-7944
- Mr. Clifton A. Edwards  
Accounts Assistant  
Community Care Credit Union  
788-9875