

IESHA NELSON

166 Southern Main Road, Fyzabad, Trinidad and Tobago.

Cell: 1-868-333-6914

Email: iesha.nelson25@gmail.com

May 24th 2014

HILO FOOD STORES

Manager, Recruitment & Employee Welfare

“FILING OFFICER”

#39A Wrightson Road

Port of Spain.

Dear Sir/Madam,

I am writing to apply for the advertised position of FILING OFFICER within your establishment.

I am inquisitive, energetic and easily self-motivated individual. My experiences gained through academics, sports and in the workplace, lend to and have developed my ability to work individually as well as within a group, to multitask, to effectively communicate, and to maintain strict working relationships and confidentiality. I am computer literate and I'm certain that any task which involves the usage of software such as Microsoft Excel, amongst others, I can satisfactorily complete.

Thanking you in advance for your kind consideration. I am eagerly awaiting your response. Hope to soon make your acquaintance. Hope to soon make your acquaintance.

Yours respectfully,

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OBJECTIVE:

To obtain the FILING OFFICER position within your establishment.

EDUCATION:

- | | |
|--|----------------------|
| <ul style="list-style-type: none">• University of The West Indies | St. Augustine |
| <ul style="list-style-type: none">- Bachelor degree in Science | 2010 – 2014 |
| Major: Geography | |
| Minors: Environmental Physics | |
| Electronic Physics | |
| <ul style="list-style-type: none">• Fyzabad Anglican Secondary School | Fyzabad |
| <ul style="list-style-type: none">- A'Level Cape | 2008 - 2010 |
| Units 1 & 2: Geography | |
| Mathematics | |
| Physics | |
| Communication Studies | |
| Caribbean Studies | |
| <ul style="list-style-type: none">- 9 CXC O'level Passes | 2003 – 2008 |
| Mathematics (Grade 1 with distinction) | |
| English (Grade 2) | |

PROFESSIONAL EXPERIENCE:

Place	Position	Date
Center for Language learning, UWI, St. Augustine.	Assistant technician	2010 – 2013

CO-CURRICULAR/VOLUNTEER EXPERIENCE:

Activity	Date
<ul style="list-style-type: none">Fyzabad Anglican Secondary School's ACT OF KINDNESS (AOK) charity club President	2009 - 2010
<ul style="list-style-type: none">Fyzabad Anglican Secondary School's ACT OF KINDNESS (AOK) charity club Treasurer	2008 - 2009
<ul style="list-style-type: none">School Prefect of Fyzabad Anglican Secondary School	2008 – 2010
<ul style="list-style-type: none">Vice-House Captain at Fyzabad Anglican Secondary School	2008 – 2009
<ul style="list-style-type: none">Tennis Team Member	2008 – 2009

ADDITIONAL SKILLS:

Technical and Computer literacy

- Multi-media operation.
- Microsoft Word, Excel and PowerPoint.
- Geographic Information Technology
- Some experience with Seismic Sensing.

REFERENCES:

- **Ms. Yakira David**
House Officer
Eric Williams Medical Sciences Complex
Mount Hope
Cell #: 787 – 6329
- **Mr. Joel Billy-Taitt**
Headman Winchman
Well Servicing
Petrotrin
Santa Flora
Tel#: 648 – 0765
Cell#: 290 – 4875