

RENEE DUNCAN

1-868-2977519

hickeryren@gmail.com

36 Romain Lands, Morvant

Port of Spain

19th March, 2018.

Human Resource Department

Massy Stores

St. Augustine

I hereby apply for the **Cashier/ Store Associate** position at **Massy Stores**. I am seeking employment with the assurance that I will qualify for this position. I have experience in cashing after working as a cashier at Ishmael M. Khans bookstore and data entry which I obtain as a Data Entry Clerk at the Ministry of Health. I possess the ability to solve problems , I pay attention to detail and I carry out tasks effectively and efficiently. I am a hard worker that requires little supervision, I possess good communication skills and have the ability to push sales in order to maximize profits . I work well with others, with the objective of achieving set goals by the organization. At present I am resuming university to complete my fourth year of Bachelor's of Business Administration degree in Hospitality and Tourism Management with an emphasis on business management. I am the best candidate for this position because I have prior knowledge in the promoting of product and pushing sales. I know I will be a great asset and contribute greatly. I do look forward to re-joining the team. Thank you for your time and consideration!

Respectfully Yours,

Renee Duncan

Resume

To obtain rewarding **Cashier/ Store Associate** position with **Massy Stores** company that provides growth and career advancement opportunities.

Education:

Primary	Chinapoo Government Primary School	2002-2008
Secondary	Providence Girls' Catholic Secondary School	2008-2013
Tertiary	University of the Southern Caribbean	2014-2019

Qualifications:

8 CXC O'Level Subjects Passed (1's ,2's & 3's)

English A	English B
Mathematics	Biology
Food and Nutrition	Principles of Accounts
Principles of Business	Spanish

Work Experience:**360 Marketing**

Aranguez , Port-of-Spain

- Brand Ambassador (January-December 2016)

-868 222 6029

Twisted Imagination

Aranguez, Port-of-Spain

- Brand Ambassador (September-December 2016)

Kapok Hotel ,

Maraval -

On-Call (December 2015)

1-868-622-5765

Ministry of Health

Park Street ,

Port-of Spain

Data Entry Clerk -(June to August 2014).

1 -868-627-0010

Ishmael M Khan Bookstore

Henry Street,

Port-of-Spain-

Cashier (September -December 2013).

1-868 623-4523

January 9, 2018

Dear Sir/Madam;

Letter of Recommendation

My Name is Ricardo Manswell Chief Executive Officer for Novcor Inc, a Clean Energy Solution Company offering alternative power and fuel services in Canada, United States and south America.

I had the pleasure of meeting Mrs. Renee Duncan five years ago while she was deciding which post secondary institution to attend. I gathered that this individual was primed for success which was evident with the passing all eight of her subjects and was admitted into university immediately. I would like to offer an unvarnished assessment of Mrs. Duncan persona during my interaction with her over the last five years.

She has always displayed a high degree of integrity, responsibility and ambition. She is a thoughtful, graceful and careful arbiter and can quickly access demanding situations and offer solution that suit any situation with skillful problem-solving abilities. She is smart, focused, driven, honest, earnest and hard working.

I know Mr. Duncan would prove to be a valuable asset and treasure to any organization, please consider adding this precious resource team player to your company, I wholeheartedly endorse Renee and recommend her for employment at your organization.

Yours Truly,



Ricardo Manswell
Chief Executive Officer

Novcor Inc.

Unit #12, Cazabon Building
La Goya Housing Development
Goya Street
El Dorado

January 8, 2017

TO WHOM IT MAY CONCERN

This letter serves to recommend **Renee Duncan**. I have known Renee for over eight years in the capacity of English Language and English Literature teacher, as well as Form Teacher and House Mistress at Providence Girls' Catholic School. I certainly considered Renee as one of the more disciplined students in the school. During her time at Providence, I watched her develop into a mature young lady with admirable goals and aspirations.

Renee was certainly a hard-working student during her school life. She showed great resolve, dedication, and time-management skills, as she was able to excel at her CXC O 'Level Examinations at Providence while engaged in a varied number of activities. For instance, she was very active in assisting her school with its fundraising ventures and was usually very diligent in these endeavours. Renee was also a contributing member of the netball and football teams. In addition, this outgoing young lady was a mainstay at the school's Sports Day, aiding in the coordination of the activities prior to the event, and participating on the day, particularly as a cheerleader.

Further, this young lady made a valuable contribution to her community. Along with her classmates, she donated to the St. Andrews Home for the Aged and Rainbow Rescue Home for Boys in the Belmont community. She also entertained underprivileged students of a neighbouring primary school, and created hampers for needy students and ancillary staff at Providence Girls'.

Thus, it is evident that **Renee Duncan** is a responsible, hardworking, ambitious young lady. These attributes would undoubtedly make her an asset to your respectable organization. I therefore recommend her and wish her the very best in all her future endeavours.

Respectfully,

A handwritten signature in blue ink, which appears to read "D Oblington", is written over a horizontal dotted line.

DENISA THOMPSON-OBLINGTON (Mrs.)

TEACHER III / #62163