

LETISHA NICOLA WILLIAMS

13 SAGE STREET COCORITE

463-7742

28TH AUGUST 1993

OBJECTIVE: To use the knowledge I have to enhance any organisation.

WORK HISTORY

Data Control Officer/Receptionist October 2015- October 2017	OJT West Office	Sackville Street, Port of Spain
Clerical Assistant April 2014- October 2015	Ministry Of Legal Affairs	South Quay, Port of Spain
Sales Clerk May 2012 – September 2012	Francisco Fashions	Excellence City Centre
Sales Clerk December 2010	All That Jazz	The Falls at West Mall

EDUCATION

Bishops Centenary College	(2006-2011)
Gaines Normal A.M.E Primary School	(1998-2006)

QUALIFICATION

Mathematics	IV
English A	III
Principles of Accounts	IV
Principles of Business	IV
Social Studies	III
Office Administration	III
Electronic Document Preparation Management	III

Institute of Training and Development (INTAD)

Certified Executive Assistant (Certificate of Participation)

Certificate in Computer Literacy

(ROYTEC)

Diploma in Management for Administrative Professionals

Associate of Science Degree in Management (Completed and awaiting Certificate)

INTEREST AND ACTIVITIES

Reading, Dancing, Music

Member of the Heroes Foundation

REFERENCES

Mrs. Kerry-Ann Maraj Ramdeen

Clerk 1

Ministry of Legal Affairs

712-6039

Kathy-Ann Whiskie

Principal

Gaines Normal A.M.E.

18 A Woodford Street, Port-Of Spain

622-4625

6th November, 2017

#13 Sage Street
Cocorite,
Port of Spain

Dear Sir/Madam,

This letter is to introduce myself and let you know my keen interest in becoming part of your organization as a **Pharmacy Assistant**. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfil any obligations requiring of any responsibility upon your company.

Conversely I've got very few working experience, however I'm able and willing to learn. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishments of all company goals. I have no doubt that my skills will be an asset and have a favourable impact on your organisation.

I look forward to hearing from you in the near future to discuss my diversities in greater detail as well as learn more about your company and how I may be able to contribute to its continued growth and success.

Attached is a copy of my resume, to assist you in your deliberation. I am available to attend an interview at your earliest convenience.

Sincerely,

Letisha Williams