

Milner Hall,
The University of the West Indies,
St. Augustine.
September 23rd, 2015

Dear Sir/Madam,

I am writing to express my keen interest in working at your esteemed organization. I am a current university student of the University of the West Indies with applauding qualifications and additional, successful experience in the workplace.

My field of study is in the Faculty of Science and Technology as I am reading for a degree in B.Sc. Biochemistry; B.Sc. Biology. Presently, I have seven (7) CXC O' level passes which I obtained in the year 2012, four (4) CAPE (2013) Unit 1 A' level passes and four (4) CAPE (2014) Unit 2 A 'level passes.

I am a responsible, self-motivated, well-organized and highly ambitious individual. I am eager to learn and take advice that may enhance my knowledge and widen my working experience. I am applauded by my honesty, integrity, perseverance and loyalty.

During the past summer vacations, I have been employed at the Tobago Regional Health Authority, Com-Surge Networking Solutions and John's Plumbing and Maintenance Services Limited. My employment at these establishments has given me a valuable insight to the world of work and as such I am pleased to say that I have developed a strong work ethic.

I hope that I have convinced you that my up-to-the-minute qualifications, proven skills in the workplace and enthusiasm to learn would make me an asset to your company. I am confident that I possess the attributes you're looking for and am available for an immediate start. Please don't hesitate to get in touch if you'd like to discuss my application further.

Thanking you in advance.

Yours Sincerely,



Tamika Mitchell

363-1407 / 716-0619



TAMIKA MITCHELL

#58 Concordia, Scarborough, Tobago. ♦ C: 1-868-363-1407 ♦ tzmitchell8@gmail.com

PROFESSIONAL SUMMARY

I am Tamika Mitchell, a current student of the University of the West Indies and I am currently pursuing part time employment at your esteemed organization. I would make a fine asset to your company as I am an exceptional leader, friendly, technically-savvy, highly ambitious and eager to learn. I am excellent at juggling multiple tasks and working under pressure. My past employments at the Tobago Regional Health Authority, Com-Surge Networking Solutions and John's Plumbing and Maintenance Services Limited have afforded me with a valuable insight to the world of work and have helped me prepare for the transition to employment.

SKILLS

- Very punctual, responsible, self-motivated, industrial, dynamic and well-organized
- Proficient with Microsoft Word, Excel, Power-Point and the internet
- Powerful negotiator
- Excellent at conflict resolution
- Team player
- Possess strong verbal communication skills

EDUCATION

High School Diploma: 2012

Signal Hill Secondary School-Signal Hill, Tobago

QUALIFICATIONS

January 2012 Caribbean Secondary Education Certificate

Human and Social Biology	Grade 2
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May/June 2012 Caribbean Secondary Education Certificate

English A	Grade 1
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Mathematics	Grade 2
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Physics	Grade 2
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Biology	Grade 2
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Chemistry	Grade 2
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Information Technology	Grade 2
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Advanced Level Certificate: Sciences, 2013 - 2014
Signal Hill Secondary School-Signal Hill, Tobago

QUALIFICATIONS

June 2013 Caribbean Advanced Proficiency Examinations (CAPE)

Communication Studies	Grade 2
Physics Unit 1	Grade 2
Biology Unit 1	Grade 2
Chemistry Unit 1	Grade 3

June 2014 Caribbean Advanced Proficiency Examinations (CAPE)

Caribbean Studies	Grade 2
Physics Unit 2	Grade 2
Biology Unit 2	Grade 2
Chemistry Unit 2	Grade 1

Tertiary Education, Current

University of the West Indies, St. Augustine Campus

Degree: B.Sc. Biochemistry; B.Sc. Biology

WORK HISTORY

Summer Employee, 07/2015 to 08/2015

John's Plumbing and Maintenance Services Ltd. - #13 Dutch Fort, Scarborough Tobago

This summer I held the position of Front Desk Clerk at John's Plumbing and Maintenance Services Ltd.
My main duties were as follows:-

- Typing quotations
- Sending and receiving mails
- Making and receiving calls and recording messages as required
- Paying the company's NIS/PAYE
- Doing various bank transactions (deposits, withdrawals, etc.)
- Doing pre-qualifications and applying for tenders

Summer Employee, 07/2013 to 08/2013

Tobago Regional Health Authority- 197 Doretta's Court, Mt. Marie, Lower Scarborough Tobago.

In 2013, I worked at the Tobago Regional Health Authority in the Human Resource Department. I held the position of Front Desk Clerk. My duties and responsibilities were as follows:-

- Recording all incoming and outgoing correspondences within the department.
- Filing and updating all leave forms for employees; e.g. sick, casual, vacation.
- Filing all documents for patients and clients and maintain filing system
- Typing memos, job letters, leave approvals, outgoing correspondences and departmental reports.
- Communicating with Heads of Departments and customers as required by the respective Manager.
- Making and receiving phone calls and recording messages as required.
- Photocopying and disseminating documents as directed
- Completing stationery requisition list
- Assisting in calculating vacation, sick and casual leave entitlement.

Assistant Manager, 07/2012 to 08/2012

Neil Hercules Manager, Com-Surge Networking Solutions- Scarborough, Tobago

As Assistant Manager, I was responsible for the management of the company's daily operations as it is an electronic store/internet café. My tasks were similar to a sales clerk representative and included.

- opening the business on time
- printing, scanning and typing documents for customers
- uploading music to customer's mobile devices
- operating an internet cafe system
- selling electronics
- helping customers with minor problems that they are having with their electronic devices

ACCOMPLISHMENTS

- Chief Secretary Award for Most Outstanding Student (graduating class 2012)
- Awarded for "Student who Excelled Under Adversity (graduating class 2012)
- Multi-national Scrabble Champion
- Honor Roll and Dean's List (Graduating class 2012)

AFFILIATIONS

- Member, Trinidad and Tobago Scrabble Association
- Member, OOJA Youth Empowerment Theater Company

REFERENCES

Mr. Urvan Wilson, Teacher- Signal Hill Secondary School
C: 1-868-342-6498

Neil Hercules, Former Employer- Com-Surge Networking Solutions
C: 1-868-786-8351

Antiniel Blackman, Director- OOJA Youth Empowerment Theatre Company
C: 1-868-391-6496