

#154 Parforce Rd

Bonne-Adventure

Gasparillo.

Tel: 281-2479

Re: APPLICATION FOR AN AVAILABLE POSITION

Dear Sir/Madam

My name is Chernese Vincent, and I would like the opportunity to be considered for any available position within your establishment, I'm friendly and have a confident personality. I believe that my knowledge and experience will compliment the day to day operations of your organization. Due to my previous job experiences I am very good at dealing with people. I am focused and goal oriented and quite capable of executing requirements and responsibilities effectively and efficiently.

I strongly believe in team work and I am capable of working cohesively with others as well as working independently. I have excellent interpersonal skills and I have the ability to adapt to any given situation.

Attached is a detailed copy of my Curriculum Vitae which further lists my qualifications and experience. Also listed are names of suitable references that are willing to be contacted on my behalf. I am available and prepared to attend an interview at your convenience.

I look forward to hearing from you.

Thank You in advance for your consideration.

Chernese Trudy Vincent
#154 Parforce Road Bonne Aventure Gasparillo

281 2479/650 0046

Chernese2011@hotmail.com

Date of birth : 08/May/1996

OBJECTIVE

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my sales and work experience to a growing industry. Look forward to working with a company that promotes quality products and services.

JOB TARGET

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

EMPLOYMENT

Ministry of Works and Transport

Trinidad and Tobago Postal Corporation

Pennywise Cosmetics Limited.

Wonderful World Gulf City.

SKILLS

Excellent communication and organization skill remarkable knowledge of interacting with persons in a professional, positive and courteous manner, ability to provide service in a quick and efficient manner, I'm able to work in a team structure to plan, organize and prioritize work, providing basic skills in an office eg. computer skills, especially typing phone etiquette, good with customers I also have a lot of patience's and also able to produce under pressure.

EDUCATION

University of the West Indies

- Certificate in Human Resource Management

Gasparillo Secondary School

- Mathematics
- English A
- Social Studies
- Principle Of Business
- Office Administration
- EDPM
- Digital Literacy - Computer Security and Privacy
- Digital Literacy - The Internet and the World Wide Web
- Digital Literacy - Using Social Networking to Connect with the World

REFERENCE

Mr. Cohwen Joseph (Solids Control Tech) National Oilwell Varco Telephone:342-3125

Mr. Kurth Lutchman(Gas Lift Specialist) Schlumberger 361-0351