

Ms. MARIA THOMPSON

TH 81 Rhea Ramnarine Cir
Phase 1, Tarouba
Marabella

The Human Resources Manager

Dear Sir/Madam,

I hereby wish to be considered for a suitable position within your organization. I possess an Associate of Science Degree in Management from Roytec and I am currently pursuing my Bachelor's in Business Administration (BBA) degree from the School of Higher Education.

I successfully completed Republic Bank's Youth Link Apprenticeship Programme in 2013. There I was introduced to the demands of the workplace and had the opportunity to not only observe but also assist in customer service and administrative tasks needed by the branch. I also clerical experiences as well. This has peaked my interest in these fields and this coupled with my current studies I believe will make me an excellent candidate for the vacant role.

I believe that my skills, work experience, as well as my educational background would make me an asset to your organization. Attached is my resume along with references who can provide you with any information on my character and ability.

If given this opportunity, I would carry myself with dignity as it would be my honor to work as a member within your organization. I look forward to an interview at your convenience, as I am willing to discuss how I can best serve your company and meet its goals and objectives while simultaneously achieving my own.

Yours Respectfully,

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Maria Thompson (Ms.)

Ms. MARIA THOMPSON

PERSONAL INFORMATION

- Date of Birth: 09th March 1996
- Marital Status: Single

OBJECTIVE

To be a competent and valuable team member to your organization, while continuously developing myself and contributing always to improving quality within the organization.

EDUCATION

- | | |
|----------------|--|
| 2016 - Present | School of Higher Education- (SHEL)-San Fernando-
Bachelors' of Business Administration |
| 2012 - 2015 | University of the West Indies - <u>ROYTEC</u>
- <u>Port-of-Spain, Trinidad and Tobago</u>
Associate of Science Degree in Management |
| 2007– 2012 | <u>San Fernando West Secondary School, San Fernando-CXC</u>
English Language-3
Mathematics- 2
Principles of Accounts-1
Principles of Business-3
Biology-3 |

WORK EXPERIENCE

May 2017- October 2017 **Ministry of Social Development**

Clerical Assistant

October 2015 – May 2017 **Ministry of Labour and Small Enterprise**

Development, OJT South Regional Office

Clerical Assistant/ Administrative Assistant

- answering and directing phone calls
- making phone calls
- taking and distributing messages
- organizing and scheduling appointments
- organizing and coordinating meetings
- handling inquiries and incoming work requests
- reviewing files and records to answer requests for information
- checking and distributing documents and correspondence
- receiving, sorting and distributing incoming mail
- maintaining filing systems
- compiling records of office activities
- photocopying, scanning and faxing
- sending emails
- preparing and sending outgoing mailings and packages
- typing documents and correspondence
- checking and entering data
- monitoring and ordering inventory of office supplies
- keeping office area neat and tidy
- Provide secretarial and administrative support to management and other staff

December 2013 & December 2014 **CACHE Clothing Store**

Sales Clerk

October 2012 – May 2013

Republic Bank Limited – Youth Link Apprentice

Trainee

INTERESTS

Fashion, Reading, Socializing

REFERENCES

Ms. Patricia Allen

Social Worker 1
Ministry of Social Development

787-2820

Allyson Mc Gilvary Grant

Teacher
Pleasantville Secondary
School

497-0636

Stacy Sobers -Harry

Performance Monitoring
and Evaluation Officer
OJT South Regional Office

269- 2807
