

Amanda Tai Chew
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1-868-266-6244

Dear Sir/Madam,

I am an adaptive person and a critical thinker who will be an asset to your organization. With determination I work to complete any task set before me. I have love for people and maintain good communication with everyone.

I am willing to learn and a quick learner. I have confidence in my ability to handle new situations and fulfill any necessary occupation. I am eager to begin a full time career that utilizes my interpersonal skills and I believe being a member of this respected family is a step in the right direction.

Yours Sincerely,

AMANDA TAI CHEW.

Objective:

To obtain a position in an innovative organization, allowing me to expand my horizons as a professional in the business environment.

Education:

- UWI St Augustine Campus

B.A. Literatures in English [September 2012 – Present]

- UWI Open Campus, San Fernando [September 2011 – May 2012]

Certificate in Psychology

- Southern Community College, San Fernando [September 2009 – May 2010]

English Literature, Social Studies

- San Fernando Secondary Comprehensive [September 2004 – May 2009]

Mathematics, English A, Principles of Business, Office Administration

Work Experience:

- Medi Spa for Body Essentials- Administrative Assistant [May 2015- August 2016]
- La Bella Dame – Store Manager [January 2014 – May 2015]
- Ministry of Education – Examination Invigilator [May 2013]
- Recruitment Xperts – Customer Service Representative [May 2012]

- EH Gamers – Sales Clerk [September 2010 – August 2011]

Skills and Accomplishments:

- Freelance Nature and Wildlife Photographer Google Earth: Chen Ng Em
(<http://www.panoramio.com/user/chenngem>)
- Writer and Poet for weddings and other ceremonies
- Zentangle Artist
- Guitarist with two years' experience
- Organizing, scheduling and time management