

Dawn- Martha McLeod

#66 Third Moonan Ave
Malgretoute Rd, Manahambre,
Princes Town.

Tel: (868) 469-6292/ 655-1316. **Email:** dmarthamc@outlook.com

6th February, 2018

To Whom It May Concern

Subject: Job Application

Dear Sir/ Madam,

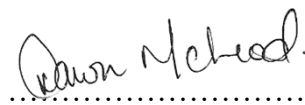
I am applying for the available position of **Customer Service Representative** within the organization.

Over the years I have worked in various positions, including voluntary ones as you would see in my attached CV. I view every working and volunteering opportunity as a learning tool used in my development by challenging myself to become the best steward over the responsibilities assigned to me. Additionally, I am always willing to learn to be more effective in such. It is not always easy, but that's where I believe growth comes.

In closing, I do look forward to an interview with you at your convenience and hope that you view me as a suitable candidate for hire.

Thanking you in advance.

Yours respectfully,


.....

Mrs. Dawn McLeod. (**Applicant**)

Curriculum Vitae

Dawn-Martha McLeod

#66 Third Moonan Ave
Malgretoute Rd, Manahambre,
Princes Town.
Contact: (868) 469-6292
Email: dmarthamc@outlook.com

Work Experience

Feb. 2014 – Current.

TFRS Tiling Fabricating and Renovation Services.

Business Partner/ Office Administrator (Part Time)

Contact: 356-5549/ 375-0727

Duties: General Administrative and Customer Service Duties, Strategic Planning/ Marketing and Payroll.

July 2015- June 2016

Revival Fire

Administrative Assistant (Voluntary)

Contact: 225-7286/ 726-5601

Duties: General Administrative Duties.

Dec. 2013 – Feb. 2014

LSC Tutoring

(Worked From Home)

Service Coordinator

Contact: 330-8341

Duties: Plan and Coordinate organization's events and workshops, Customer Service, Timesheets and Payroll, Basic Graphic Designs for flyers etc. and Marketing.

2010 and 2012

Daniel Johnson Scaffolding

Point Fortin

Executive Assistant

Contact: 722-0329/ 334-1054

Duties: General administrative duties, Time sheets and Payroll including Banking Duties, Supervise workers, Customer Service, Errands for Executives, Receptionist Duties etc.

2011

Youth for Christ

Barataria

Technical/ Graphic Assistant (Studio)

Contact: 674-3931

Dawn-Martha McLeod

Work Experience Continued.

2010

Anthony Henry and Associates Co. Ltd.

Chaguanas

Human Resource Coordinator

Contact: 733-0038

Duties: Assist Executives in the hiring and firing process based on the Human Resource regulations of the organization governed by Law, Timesheets, Payroll, Develop Policies and Procedures for company, Report writing, Performance Appraisals, Errands, Motivational Incentives etc.

2006-2009

Various Entry Level Jobs

(Cashier, Receptionist, Voluntary services, etc.)

Qualifications

2010- 2013

Advanced Christian Training Seminars

Certificate in Ministry

2007

School of Business and Computer Science (SBCS)

Certificate Human Resource Management

2003-2004

Youth Training and Employment Partnership Program

Certificate Level 1 Hairdressing

2000-2001

Junior Achievement of Trinidad and Tobago

Junior Achiever

Education

2006

Private Candidate

General Proficiency

Human and Social Biology

Grade III (3)

2003-2004

Private Candidate

Mathematics

Grade III (3)

2002-2003

Bishops' Centenary College

English A

Grade II (2)

Food & Nutrition

Grade II (2)

Dawn- Martha McLeod

Education Continued

1997-2001 Providence Girls RC Secondary School

1995-1997 St. Joseph Girls RC School

Personal Information

Date of Birth: 13th April 1985

Marital Status: Married

Gender: Female

Children: 0

Reference

Ms. Savita Beharry

Purchasing Manager

California Stucco Co. Ltd.

#2 Harridass St Warner Vge.

Charlieville.

Contact: 671-0358/ 391-3706

Ms. Rosemary Mitchell

Sales Representative

Caribbean Communications Network Ltd.

70-76 Pointe- A- Pierre Road

San Fernando

Contact: 652-2530 ext. 2736/ 470-4456

Mr. Brent Pedro

Founder/ Apostle

Revival Fire Apostolic Centre

73 Bay Road Junction

Marabella

Contact: 225-7682