

Shondelle Brown

#2 Nabbie-Khan Drive • Tacarigua •
CELL (868) 363-3048 • E-MAIL shondelle.brown@yahoo.com

PROFILE

Exemplary, honest, reliable, trustworthy and hardworking individual possessing excellent managerial, communications and interpersonal skills.

An enthusiastic and highly-motivated individual.

Eager to apply myself to any given task.

EXPERIENCE

Pizza Boys Group of Companies – Churches Chicken

May 2004 – July 2004 – Customer Service Representative

July 2004- April 2016 – Store Manager

Duties: Managing the day to day operations of the store, including but not limited to:

- Stock ordering
- Managing labour and food costs
- Creation of Staff Rosters to ensure store is adequately staffed during its 24 hours of operations
- Staff appraisals
- Book-keeping and account management of organisation's daily income
- Maintaining appropriate level of friendly and efficient customer service
- Overseeing the customer service and sanitary conditions of the store
- Maintenance of staff time sheets

ACCOMPLISHMENTS

- Rapidly resolved tensed situations to prevent potential loss of business/income
- Worked 12 and 24 hour shifts, beyond rostered time to allow continuance of business

- Motivated staff body
- Practised open door policy to allow for greater communications between staff and myself

.....

EDUCATION **2000 - 2003 St Augustine Senior Secondary School – Two O’ Levels**
English – 3
Social Studies - 3

1997- 2000 Aranguez Secondary School

.....

SKILLS **Computer Literacy** **Basic Accounting** **Software 2**
 Book Keeping **Microsoft Office**

.....

REFERENCES

Shemelle Paradice
Senior Communications Associate
Children’s Authority of Trinidad and Tobago
784-8013

Sherelle Alexander
Clerk II
Judiciary of Trinidad and Tobago
731-1847

#2 Nabbi-Khan Drive
Tacarigua

TO WHOM IT MAY CONCERN

Dear Sir/Madaam,

It is owing to my desire to be efficient, that I am seeking to become a member of your staff, and would like to take this opportunity to apply for a post at your organisation.

Once given the opportunity, I am positive that becoming a member of your staff requires a competent, motivated and productive employee, equipped with the necessary tools to perform the task at hand efficiently.

I can assure you that my work experience, including my managerial skills and competence will add to the overall productivity within the institution.

Enclosed you would find a copy of my resume, which I will be willing to discuss with you at a mutually convenient time.

Yours truly,

.....

Shondelle Brown