

24 Sagan Drive,  
Champs Fleur.  
St.Joseph,  
Trinidad.

To Whom It May Concern

As a young aspiring individual with a passion for reading, cooking and music. I hereby apply to your organization for a position that would best suit my qualifications and experience. As you could see from my resume I have experience in both Data Entry and Customer Service field as well as in other related areas. In addition to these experiences, I have been heavily involved in volunteer work with young children.

I am an outgoing, family oriented young woman, a fast learner, conscientious individual and a people person that can adapt to any and every enviroment and I enjoy meeting new people. I am available for employment and also welcome the opportunity where I can discuss with you more about myself and how I can be an asset to your organization.

**ARYANN BURRIS**

**#24 Sagan Drive, Champs Fleur**

Email: [aryannmcigarcia@gmail.com](mailto:aryannmcigarcia@gmail.com)

Cell: (868) 334-9389

Home: (868) 645-4850

**CAREER OBJECTIVE:** To gain employment with a company or institute that offers me a consistently positive atmosphere to utilize my skills attained and to learn new techniques and implement them for the betterment of the business and myself.

**Date of Birth:** 24<sup>th</sup> of January 1991

**Age:** 25

**Nationality:** Trinidadian

**Marital Status:** Married

**Education:**

Zenith Educational Institute	2008-2009
Rafeek Memorial T.M.L. Secondary School 14+	2005-2008
St. Dominic's Convent	2002-2005
St Lucia Private	Common Entrance

**CXC LEVEL GENERAL PROFICIENCY:**

• English Language-	2
• Human and Social Biology	2
• Principle of Business-	2
• Social Studies-	2
• English Literature-	3
• Integrated Science-	3

Certificates attained from School of Business and Computer Sciences

- Microsoft Word
- Power Point
- Access

**PROFICIENCIES:**

COMMUNICATION- Oral, written and presentation

Results oriented and customer focused

Patient, efficient and trustworthy

Additional: cooking and reading

**EMPLOYMENT HISTORY:**

Modern Electrical Supplies Limited  
Customer Service Representative

Eastern Credit Union  
Control Operator  
September 2012- April 2014

Kentucky Fried Chicken  
Delivery Operator  
October 2009- July 2010

Ministry of Social Development  
Data Entry clerk  
September 2009- February 2010

**References:**

Tamara Kerr  
Admin Assistant  
A Campbell & Associates  
(868) 628-0954/492-3326

Penny Sagan Maraj  
HDC Contractor  
Arouca  
(868)760-8268

Gabriella Viera Reyes  
Caterer/ Mass Designer  
(868)323-7376

Stephan Hart  
Supervisor  
Eastern Credit Union  
(868)678-9958