

Dana Joachim

5 Petra Avenue
Plaisance Park,
Pointe-A-Pierre.

babyreddz@hotmail.com

{868}332-1245

November 27, 2014.

Re: Customer Representative Position:

Dear Recruiter,

Focusing on the issue at hand is my specialty. I thrive in a professional, fast paced, structured, and team-oriented environment. Please consider me for the Customer Representative position at your establishment.

I am also a dedicated, industrious person with strong interpersonal qualities and I am always eager to acquire new skills. I am intrinsically motivated and work well in groups.

Being an attentive listener assists in my ability to find positive resolutions to questions that may appear to be unanswerable.

To further acquaint you with my qualification I have attached a copy of my Resume. I would like to render my sincere thanks in advance for acknowledging my application and I am willing to attend an interview at your convenience.

I can be reached at the number above or at my email address.

Sincerely,

Dana Joachim

Dana Joachim

Contact Details

5 Petra Avenue
Plaisance Park,
Pointe-A-Pierre.

Tel: {868}332-1245

Email: babyreddz@hotmail.com

Personal Statement

I am a young professional looking to develop my talents alongside a recognised financial institution. My long-term career goal is to become a financial advisor manager.

Work History

January 2012 – May 2012

Sales Representative, Francis Fashions Shoe Locker.

- Sales and service.
- Business and residential sales.

February 2013 – June 2013

Sales Representative, Party Central.

- Account management.
- Sales and service.
- Managing stock at the office.

Qualifications

Marabella North Secondary

- English Language

• Office Administration	111
• P.O.B	111
• E.D.P.M	11
• Mathematics	111

Interests

In my spare time I enjoy singing, reading, exploring the internet and playing football.

Referees

- Helen Gray– Attorney at law, San Fernando
Tel: Mobile – {868}488-9508
- Beverly Diamond- Loan Officer, CFC Limited
Tel: Mobile - {868}725-0405
- Natalie Stewart- Police Officer, Trinidad and Tobago Police Service
Tel: Mobile- {868} 473-6361