ANN MARIE LEE-LYONS

#12 Thomas Trace, Arouca

H: 692-6926 C: 722-6615/303-8640 [annmarie.lyons62@yahoo.com](mailto:annmarie.lyons62@yahoo.com)

PROFESSIONAL SUMMARY

I am an Experienced Cashier, Data Entry Clerk, Supervisor, Office Assistant

I am a team player and I respect Authority

CORE QUALIFICATIONS

Client focused

Result Oriented

Quick Learner

Computer Proficient

Microsoft Office

EXPERIENCE

Pre- School Teacher

Royal Castle Ltd -Cashier

NP Quikshoppe- Pump Attendant, Cashier, Supervisor

Neale’s Graphic Designs – Office Assistant

SJL Environmental and Development Co Ltd- Office Assistant, Payroll Clerk

Carlos Catering Ltd- Cashier, Supervisor, Assistant Manager

JGS Supermarket – General Worker

Caparo Shoprite Limited – Cashier, Data Entry Clerk

EDUCATION

Vessigny Government Secondary – 5 CXC O Levels

COSTAATT – Currently pursuing an Associates Degree in Social Work

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To Whom This May Concern

Dear Sir/Madam,

I am a trained Office Assistant with experience in Payroll, Data Entry and General Office Procedure. I am also experienced in the Food Industry and Grocery Environment, which clearly shows that I can fit into any position that your Firm has to offer and I know that I can step in and make an immediate contribution. My objective is to be an asset to you in any position that you see fit to place me in.

I am driven and can finish tasks quickly and correctly. I am well- rounded, resourceful, a quick learner and work well with others.

In the course of my work I have managed Establishments. I am calm, professional and focused and look forward to being a part of your Establishment. I can be available at any time suitable to you.

Thank you for your consideration and I look forward to learning more about what you represent. Please let me know if there any additional information to be considered for an interview.

Sincerely

Ann Marie Lee- Lyons