**KEIVA KAREN LEWIS**

**#26 SHERIFF STREET TUNAPUNA TRINIDAD WEST INDIES**

**Tel: (868)712-8475**

**E mail: ntrigueluv@yahoo.com**

**To Whom It May Concern**

Dear Sir/Madam

I wish to take this opportunity to apply within your organization for employment. I believe that this opportunity will allow me to utilize my knowledge and skills as well as acquire new ones, and by so doing, wish to be considered an applicant for any positions that commensurate with my qualifications and experience.

Every organization has goals and objectives and it is especially the personal who assist in accomplishing these goals. I would like to let you know that I am that enthusiastic employee who can contribute to any organization’s success.

I realize that consideration in hiring or promoting an applicant is based on the skills and services the applicant has to offer. I am diligent and able to learn quickly and adapt to new working environments and concepts. I communicate very well with new people and maintain good working relationships. I also enjoy new challenges.

I hope that my experience and qualifications obtain as described in my resume suggest how I might be of service to any growing organization or institute.

I will be available at any time to be interviewed, that is convenient to you or when your schedule permits it. I have enclosed for your perusal a copy of my Qualifications. Thank you in advance for your time and consideration in reviewing my qualification.

Respectfully,

………………………………..

Keiva Karen Lewis

**KEIVA KAREN LEWIS**

**#26 Sheriff Street Tunapuna**

**Trinidad West Indies**

**Tel (868) 712-8475**

**E mail: ntrigueluv@yahoo.com**

**SKILS PROFILE - EXPERIENCE**

**GO FITNESS HEALTH CLUB LIMITED**

**04/2011 - Present**

**Administrative Supervisor /Customer Service Representative**

Duties and Function

1. Ensuring and providing 100% Customer Satisfaction
2. Maintaining an effective and current database for all Members.
3. Demonstrate a positive and approachable composure to promote healthy customer and employee interaction with members.
4. Promoting and Marketing the Company Services for future prospects and increased business.

**PIARCO AIR SERVICES – PIARCO INTERNATIONAL AIRPORT**

**04/10/2009 – 30/12/2009**

**Customer Service Representative**

Duties and Function

1. Attending to ALL travelling passengers
2. Checking in all passengers for flight
3. Ensuring ALL passengers comply with the policy of the airline
4. Maintaining a pleasant and approachable composition.

**SPECIALIST LEARNING CENTRE**

19/04/2007 – 19/06/2007

**Administrative Secretary**

Duties and Functions:

1. Admissions or Enrollment of new and current students.
2. Maintaining all student records and information on a database
3. Ensuring there are adequate supply of stationery and the proper functioning of school’s equipment etc.

**FOOD GIANT SUPERMARKET – MARITIME PLAZA**

06/12/2006 – 31/01/2007

**Front End Supervisor**

Duties and Functions:

1. Ensuring all employees e.g. Cashiers, Wrappers and Porters are roistered daily to ensure efficiency and provide effective customer service to all customers.
2. The training and recruitment of staff
3. Ensuring all equipments are operational and functional for daily duties.
4. Assume the responsibilities and function of the Accounts co-ordinator

**HOME CONSTRUCTION LIMITED – HCL GROUP OF COMPANIES**

**LONG CIRCULAR HEALTH AND FITNESS CLUB**

January, 2004 – October, 2006

**Customer Service Representative / Front Desk Agent**

Duties and Function:

Same As Above - GO FITNESS HEALTH CLUB LIMITED

**ST ANN’S WEST DEVELOPMENT COMPANY LIMITED**

August, 1995 – August, 1996 (Contract 1 year)

**Administrative Office Assistant**

Duties and Function

1 .Working efficiently with the various departments of the company.

2. Maintaining all company records and clients information confidential and on a database

3. Responsible for all customer queries and contracts for services.

**CRESCENT DRUG STORE / PHARMACY – CUREPE**

February, 1994 – April, 2005

**Sales Clerk / Cashier**

Duties and Function

1. Ensuring all pharmaceuticals are labelled correctly with proper codes, prices expiration dates etc
2. Attending to all customers
3. Knowledge of all products and their usage

**ACADEMIC ACHIEVEMENTS**

**EDUCATION – CERTIFICATES OBTAINED**

**Curepe Junior Secondary School**

1988 -1999

**St. Augustine Senior Secondary Comprehensive School**

1991 – 1993

Social Studies

English Language

**St Helena’s Commercial School**

03rd July, 1995

Typewriting

Shorthand

**EDUCATION – ADDITIONAL CERTIFICATES OBTAINED**

**SITAL – School Of International Travel and Languages**

07th June, 2000

Airline Reservation

Computerized Airline Reservation (SABRE)

**DELTA SOFT TRAINING AND COMPUTER SERVICES LIMITED**

April, 2004 – July, 2004

Microsoft Office Level 1 & 2

**INTAD – Institute of Training and Development**

August, 2005

Executive Administrative Office Assistant

**EXCEL EDU CENTRE**

February, 16th 2005

Nursing Assistant

**MK CAREERS TRINIDAD LIMITED – HUMAN RESOUCE TRAINING**

26th May, 2006 – 27th May, 206

Professional Customer Service

**PERSONAL DATA**

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| --- |
| **PERSONAL INFO** |
| **Name: Keiva Karen Lewis**  **Date of Birth**: 06th June, 1976  **Address:** #26 Sheriff Street Tunapuna(Trinidad West Indies)  **Place of Birth**: Trinidad and Tobago  **Nationality:** Trinidadian  **Marital Status**: Single  **Language**: English  **Contact No:** (868) 712-8475  **E mail: ntrigueluv@yahoo.com**  **References**: Available upon request  **HOBBIES:**   * Communicating and interacting with people. * Cooking. * Reading. * Music. * Health and Fitness * Always exploring to learn and experience new things. |

**OBJECTIVE SUMMARY**

My goals and aspirations are to establish myself and have my own company in the future.

In the interim, I wish to be able to work alongside or with a team of dynamic and efficient staff, who works effectively and productively, in a growing entity or establishment, and to hold a position that will enable me to use my skills as well as acquire new ones, and to demonstrate this in our competitive and growing market for professional and skilled labour which will benefit and enhance my growth as a working individual.

**Personal Key knowledge, Strengths and Attributes are as follows:**

* Good inter-personal and communication skills.
* Committed and dedicated individual whom strives for excellence.
* Proactive and Reliable.
* Dependable and Accepts Responsibilities.
* High level of integrity and Ethical and Moral values.
* Self Motivated
* Ability to demonstrate flexibility in a fast paced working environment.
* Result Oriented and Articulate.
* Team Player

**REFERENCES**

Mr. Adrian Cordner Mr. Robert Constantine

Facility Club Manager / Personal Trainer Perishable Department Manager

Long Circular Health and Fitness Club Massy Stores

Tel: (868) 752-9393 Tel: (868) 621-5306 / 747-4931

Mr. Anthony Haynes

Senior Station Officer

Trinidad and Tobago Fire Services

San Juan Division

Eastern Main Road San Juan

Trinidad West Indies

Tel: (868) 638-4053

Mr Dwight Ramcharan

Eastern Credit Union Society Limited

La Joya

Eastern Main Road St Joseph

Trinidad West Indies

Tel: (868) 662-1184 ext. 2336

768-7591

Mr. Andrew Lawrence

Trinidad and Tobago Police Service

Homicide Department

Riverside Plaza

Port of Spain

Trinidad West Indies

Tel: (868) 625-2877

386-9459