**Human Resource Manager**

Human Resource Department

Dear Sir or Madam,

My name is Denille Wilson and I would like to submit my résumé for any current office position which I believe match my work experience; Therefore, I am submitting my résumé for your review and consideration. Please allow me to explain briefly the experience I would bring and contributions I would make to your organization.

Throughout my career, I have demonstrated proficiency in Administrative, Cashing and Customer Service functions,which includes document preparation, handling internal/external communications, Cashing with LINX transactions,data and records management, meeting schedules. In short, I can efficiently operate in a professional setting and multiple tasks effectively.

In addition, I have experience working with internal and external customers, both of which require extra attention to the “people management” side of business. Through successfully managing both internal and external relationships, I have accelerated the achievement of goals and positioned myself as a valuable resource in a variety of situations.

I would bring to your organization not only theseskills, but also a positive, cooperativeand Customer Service oriented work attitude that I have displayed throughout my career. I maintain calm under pressure and adapt to meet the unique needs of each organization.

My résumé will detail my skills and education. I would welcome the opportunity for an interview at your convenience.

Yours Respectfully,

Ms. Denille Wilson

**Resume**

**#10 Henry road ,**

**El Dorado,**

[**Denillewilson@gmail.com**](mailto:Denillewilson@gmail.com)

**Cell# (868) 370-8406/309-7385**

**Objective:** To become part of a dynamic team supplying the highest quality of Customer Satisfaction and ensuring organizational development.

**Experience:**

**Position: Pre-School Attendant**

**Company: V’s Per-School**

**Period: 2012- Presently**

**Position: Cashier/ Supervisor**

**Company: NP Gas/ Bar Station**

**Period:2010-2011**

**Position: Executive Assistant**

**Company: Anthony Sancho & Co.**

**Period: 2007-2009**

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**Educational/ Academic Institution Attended:**

* Excel Composite Secondary School
* Cipriani College of Labour and Cooperative Studies.
* School of Accountimg and Management

**Qualification:**

*C.X.C O’ Levels*

* English Language
* Information Technology
* Social Studies

**Certificates:**

* Introductory Certificate in Human Resource Management (2012)

**Currently Pursuing:**

* ProfessionalCertificate in Human Resource Management (2014)
* B.A Hons in Human Ressource Management ( September 2014)

**Interest:**Human Resource Management.

**Hobbies:** Reading, cooking and Socializing