***Shanice Baptiste***

Building 5, Apartment 2,

La Goya Housing Development

Goya Road,

El Dorado.

PHONE: (868)-704-9453/325-5292 EMAIL: shanicebaptiste1@gmail.com

Dear Sir / Madam,

I would like to apply for the position that best suites my qualifications at your firm. My reason for applying at your firm is that I am now seeking work experience where hard work and reliability and initiative might one day win me promotion to great responsibility.

I have always believed in hard work, loyalty and consistently working to the highest standard of professionalism. I am prepared and proficient to confront new opportunities, with this I know I can contribute to your organization. I am team player and also a good worker; I have a very friendly personality and always willing to learn new things. I hope that you find me to be an asset to your company.

Thank you so much for this opportunity and I look forward being interviewed at your earliest convenience. The enclosed curriculum vitae provide additional information about my education background.

Thanking you in advance for accepting me as part of your team.

Faithfully Yours,

Shanice Baptiste

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***OBJECTIVE***

To function as an enthusiastic and serious minded team player who focuses mainly on completing tasks efficiently and effectively, in a challenging and rewarding position commensurate with my qualifications, skills and attributes.

***EDUCATION***

***Presently Pursuing a level 4 Diploma in Travel, Tourism and***

***Hospitality Management***

***Sital College of Tertiary Education LTD***

***2012-2013 Completed Microsoft Office Specialist Course***

***BorderCom International Business and Technology Learning Center***

***• Microsoft Word***

***• Microsoft Excel***

***• Microsoft PowerPoint***

***• Microsoft Outlook***

***• Microsoft Access***

***2007-2011***  ***El Dorado East Secondary School***

* Mathematics (Three)
* English (Three)
* Principle of Business (Three)
* Office Administration (Two)
* Electronic Document Preparation and Management (Three)

***AWARDS***

Award received for Excellence in Office Administration.

***WORK EXPERIENCE***

**YEAR: 2013**

**Shoe Mix**

Position: **Sales Clerk**

* Cashier
* Stock taking

**Bang Bang Trinidad**

Position: **Sales Clerk**

* Cashier
* Stock taking

**2013-2014**

**Servisair** (Caribbean Airlines) - **Customer Service Agent**

* Interact with passengers.
* Operate the company’s check-in system.
* Disperse of clearance for flights.
* Gate Functions.

***INTEREST***

* Reading
* Computing
* Socializing
* Cooking

***REFERENCES***

Mrs. Nathalie Knutt Edwards,

Teacher 1,

Maloney Government Primary School, Flamingo Boulevard, Maloney Gardens, D’abadie

Contact #: 645-0409 / 738-5094

Mrs. Allyson Greaves Chuck,

QC Support Manager,

Water and Sewerage Authority (WASA), Farm Road, St Joseph

Contact #: 645-6377 / 645-2209