**Shodia Celeta Yarde**

**5th Avenue Hearts**

**Gap St.Michael**

**Tele: 571-4562/245- 0903**

**Email: shodiay@gmail.com**

To: The Human Manager of

      Massy Stores

     17th of Feb 2014

               Dear Madam,

                      I write to express my interest in position of a customer service agent or any other available positions within your organization that is suitable for my qualifications.

                      I am a self-motivated individual with the ability to quickly grasp new concepts and works effectively under pressure with or without supervision .Also, my personal attributes of diligence and perseverance allow me to deliver successful outcomes in all tasks undertaken. I have enclosed a current copy of my curriculum vitae for you perusal.

                      I look forward to meeting with you to discuss the opportunity to leverage my academic background and post qualification experiences in your pursuit of the goals your company as whole.

                      I thank you in advance for your time and consideration and look forward to speaking with you soon.

Best regards,

Shodia Celeta Yarde.

**Curriculum Vitae**

Employment History:

Nationality: Barbadian

Date of birth: April 23rd 1987

Barbados id: [8704-230120](tel:8704-230120)

Education: Springer Memorial Secondary from 1991-1998

                      Merrivale Preparatory from 1998-2004

Qualifications: General Proficiency English 'a', Mathematics, Social Studies, Principles of Business and Agricultural Science.

Work Experience: I have experience as an Assistant Manager, Sales Associate, Receptionist and Emergency Control Officer. I have work experience in the Government Service for nine years and 5 months in the private sector as an assistant manager. I will list my last four Job Details.

Year           Job Title                      Place                                 Reason for leaving

2012         Ass.Manager              SNS Investment                     Reconstruction of Company

2012         Receptionist              Customs and Excise                Temp

2011        Receptionist               Ministry of Health                     Temp

2011        Receptionist              Ministry of Education                  Temp

Academic & Professional References:

                          Zena Worrell

                         Caribbean Smile Makers

                         Dentist Assistant

                         437-4178/427-1418

Lisa Spooner

Caribbean Smile Makers

Dentist Assistant

427-1418/822-2324