#277 Periwinkle Drive, Bon Air West, Arouca

646-9023/328-4588

[Samanthasimmons12@gmail.com](mailto:Samanthasimmons12@gmail.com)

Human Resource Services Department

**RE: Application for the position as Store Administrator-Trainee.**

Reference is made to the captioned subject above for any available job postion. I wish to submit an application to this organization. As indicated in my enclosed resume, I attended the University of the West Indies, St Augustine and graduated with a B.Sc. Upper Class Seconds in Social Work (Special) 2013.

As a responsible, well-adapted and well-rounded individual, I have accumulated experience in working with different leadership styles and understanding the imperative of teamwork and cooperation. I have completed a year practicum at the Cascade School for the Deaf during the time period of 2011 to 2012 and in 2012 to 2013 at the Victim and Witness Support Unit.

I am optimistic and enthusiastic about contributing towards the productivity level of your team, and I am available to meet with you at your convenience to provide any additional details required.

I thank you for your attention and consideration.

Yours sincerely,

Miss Samantha Simmons.

#277 Periwinkle Drive, Bon Air West, Arouca

646-9023 (home) 328-4588 (cell)

samanthasimmons12@gmail.com

CURRENT STATUS: Social Work (Special) undergraduate.

EDUCATION

Bishop Anstey and Trinity College East Sixth Form 2008 - 2010

CAPE Unit One

\*Communication Studies- Grade one

\*Computer Science- Grade three

\*Geography- Grade three

\*Sociology-Grade three

CAPE Unit Two

\*Caribbean Studies- Grade one

\*Computer Science- Grade three

\*Geography- Grade three

\*Sociology- Grade two

Bishop Anstey High School East 2003 – 2008

CXC

\*Biology- Grade two

\*Caribbean History-Grade three

\*English A-Grade two

\*Geography- Grade two

\*Information Technology- Grade one

\*Mathematics- Grade two

\*Principle of Business-Grade two

\*Social Studies- Grade two

EXPERIENCE

Finance Filing Clerk September 2013 – February 2014

Laughlin & De Gannes

Port-of-Spain

Ministry of Gender, Youth & Child Development July – August 2012

Camp Foot Prints

Arima Centenary Primary School

Camp Facilitator

Land Management Division June – August 2011

El Socorro Road, El Socorro

Clerical Assistants

SKILLS

\*Possesses great communication skills

\*Excellent democratic leadership skills

\*Very responsible and adaptable

\*Work well with others and in a team

\*Demonstrate positive attitudes and behaviors

ACCESSORIES/AWARDS

\*Certificate of IT Essentials: PC Hardware and Software

\*Certificate of Participation of the 2nd Annual Caricom Heads of Government Simulation Meeting (2009)

\*Certificates of Participation in BATCE 3rd Annual World of Work Workshop (2007)

\*Certificate of Participation in Dining Etiquette Training (UWI)

\*Certificate of Achievement in the RBTT Young Leaders for Outstanding Service to the National Community in Promoting Teamwork, Leadership and Community Spirit

\*Life Skills Portfolio with the On the Job Training Program

INTERESTS

\*Dragon Boat Interschool Tournament

\*Voluntary work e.g. Beach Clean up (WITCO)

\*Dance

REFERENCES

* Margot Young

Parang Boulevard, San Boccaud, Santa Cruz

676-2272

* Anika Benjamin

Building #6 2-3 West, Maloney Boulevard, Maloney Gardens Da’Badie

341-1502

* Marcia De’Gale

Upper Belle Eau Road, Belmont

780-0671/371-5829