clarke\_196@hotmail.com #53 Browne Street, El Dorado Road, Tunapuna. 1-868-3148462 or 1-868-793-3347

Leaselle Clarke

Dear Sir/Madam,

I wish to apply for employment at your organization. I have significant written and verbal communication skills and have acquired tremendous critical thinking and organizational skills. I am generally a fast learner whom welcomes erudition as it further enhances my professional abilities.

I deem myself a very assiduous, creative, self-motivated individual who is adept in functioning effectively in groups but can do extremely well individually with minimal supervision. It is also noteworthy that I am computer savvy and very familiar with the Microsoft Suite. I assure you that I would be a good fit for your organization once given the opportunity.

My skills and capabilities are best explained in person so do not hesitate to contact me. In closing I wish to thank you in advance for your time and await your timely response. Attached is my CV with all relevant details and contact information.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leaselle Clarke

***OBJECTIVE***

Gainful employment in a productive environment that will allow me to utilize my technical proficiencies and organizational capabilities

***Education***

* **University of Trinidad and Tobago**

(2014) Bachelor of Education- Integrated Science (Secondary)

* **STTE NTA Certification** – (2008) Desktop Publishing Level 2
* **Cipriani College of Labour & Cooperative Studies**

(2007) Associate of Arts Degree – Labour Studies

* **Diego Martin Training Enterprise Academy**

(2004) NEC Certification – Skills for the Automated Office Level 2

English Literature 1

Mathematics 3

English language 2

Integrated Science 2

Food and Nutrition 2

Human & Social Bio C

***Experience***

**Best & Dynamic Ltd.**

***Administrative Assistant*** July 2011 – August 2011

* Managed Front Desk
* Liaised with clients on daily basis
* Arranged meetings with regular and perspective clients
* Monitored ongoing projects
* Responded to clients queries and offered support where needed

**Motor & General Insurance Company Head Office Administrative / Underwriting Assistant** March 2007 – May 2007

* Issued insurance certificates to policy holders
* Verified policies
* Compiled and processed files
* Sorted and distributed mail and stationary to various departments
* Answered incoming calls and operated phone system

**Banking Insurance and General Workers Union Intern July 2005 –** August 2005

* Assisted officers on assigned cases both in the field and office
* Organized and documented files
* Distributed and sorted mail
* Provided members with desired information during calls
* Prepared office for functions, meetings and projects.

**ALGICO Head Office Underwriting Assistant** June 2004 – July 2004

* Filing
* Updating of Branch files
* Distributed policies to various branches
* Supported fellow staff members on assignments

***Skills***

* **Communication-** significant written and communication skills
* **Interpersonal Skills-** able to get along with co- workers and comply with supervision
* **Attention to detail-** produce work that is ordered and of high quality.
* **Flexible-** open to trying new things in addition to improving efficiency on assigned tasks

***AWARDS***

* Certificate of Achievement – Punctuality & Regularity; Deportment (Diego Martin Gov’t Secondary 1998)