**Attn: Human Resource Manager**

Dear Sir/Madam,

I wish to submit my application to be considered for the position of Cashier/Vacant position. I consider myself to be a results oriented, hard working and customer service driven individual, by using my work experience and education. I believe I will help the company meet and surpass its goals. In addition to the aforementioned my ability to:

* Effectively communicate both verbal and written
* Adapt to changes in the market and workplace
* Maintain a positive attitude
* To work with minimum supervision
* Problem solve

makes me a suitable candidate for the post of Merchandiser/Marketing Assistant. . I would like to meet with you and discuss the ways in which I can be an asset to your company. I can be contacted via phone: 368-4106/745-3432 or email:serissabobb@gmail.com.

My resume has been attached for perusal.

Respectfully submitted

SERISSA BOB

EDUCATION

**Trinidad and Tobago Hospitality and tourism Institute** (2012 – 2015)

* Associate Degree in Tourism Management

**El Dorado East Secondary** (2006 – 2011)

* English A – Grade 1
* Food and Nutrition – Grade 2
* Principles of Business – Grade 2
* Human and Social Biology – Grade 2
* Social Studies – Grade 2
* English B – Grade 3
* Mathematics – Grade 4 (currently pursuing Mathematics in January 2015)

WORK EXPERIENCE

**Ministry of Tourism, Communications Unit -** Clerical Assistant (Present)

Responsibilities include:

* Assisting with the planning and coordination of internal and external events
* Administrative support
* Developing a registry list
* Giving suggestions
* Creating spreadsheets
* Staying up to date with current events
* Inventory
* Assisting with other departmental duties

**Tres Belle Modeling Agency-** Brand Ambassador **(**currently)

* Promoting products

**Su Market -** Sales Clerk

Responsibilities included:

* Interacting with customers

**Rodney’s Supermarket** - Cashier

**KC Safety** – Secretary

Responsibilities included:

* Interacting with clients
* Payrolls
* Updating Files
* Other Administrative duties

HOBBIES

* Swimming
* Latin and Ballroom Dancing
* Reading novels

REFERENCES

* Available upon request