**Jean- Marie J.T. Rochford-Fraser**

#208 Sandstone Extension East

Demerara Heights

Wallerfield

Arima

E-mail: [tsai\_moy12@hotmail.com](mailto:tsai_moy12@hotmail.com)

CAREER OBJECTIVE: To pursue a highly rewarding career in a challenging and healthy work environment where I can utilize my skills and knowledge efficiently.

SKILL: Music

* Understanding Music Theory ( Steelpan, Piano, Guitar)
* Have Experience of playing the Steel pan for over 15 years

Leadership

* Student Member of the events planning committee at Arima Senior Comprehensive 2006-2007
* Ballroom Dance teacher to the Graduating Class of 2008 Santa Rosa Government Primary School

PERSONAL:

* Quick and Eager to learn
* Enjoys working with others
* Open to new ideas and concepts
* Effective group member
* Reliable Professional Attitude
* Excellent interpersonal communication skills

WORK EXPERIENCE:

Administrative Clerk

* Charis Works Christian Academy , September 2011- 2013

Teacher:

* Standards 4 and 5 teacher at Charis Works Christian Academy, May 2009 – July 2010

On the Job Trainee

* Classroom Assistant at Santa Rosa Government Secondary Primary School, September 2007-December 2008

EDUCATION: Post-Secondary

* Bachelor of Science Degree in Human Ecology at the University of the West Indies, September 2010-May 2014
* Associate Degree in Culinary Management at The Trinidad and Tobago Hospitality and Tourism Institute, Chaguaramas, January 2008- August 2010

Secondary

* Arima Senior Comprehensive, September 2005- July 2007 Achieved certificate at Cape – Mathematics, Literatures in English, Communication and Caribbean Studies
* Northeastern College School, January 2001- July 2005. Achieved a full certificate in Mathematics, English Language, English Literature, History, Principles of Business, Integrated Science, Geography and Agricultural Science.

INTEREST: Wedding and Events Planning and Decorating, Market Research,

Playing Pan, Piano and Guitar, Photography

REFERENCE: Three Available

* Marina Drayton

Teacher III, Northeastern College

299-7417

* Marlene Lochin

Teacher III, Northeastern College

* Dr. Roger Williams

Doctor/Owner, Wilmed Ltd.

683-4429

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December 10, 2014

Human Resource Manager

Attention:

This letter serves as an Application for a position at your organization. My name is Jean-Marie Rochford-Fraser and I am 26 years old. As you can see from my attached CV, I have achieved in my studies and hobbies and am confident I have the skills and motivation to succeed.

My work ethic is strong and I have gained valuable workplace skills and experience at my previous jobs. I believe that my personal skills will allow me to be a very valuable asset to the organization. I would make every effort to get the Job done at all times. I am a great learner and I am always willing to learn more because I believe self-education has no limit.

It is with great pleasure that I apply and I anxiously await your response. Thanking you in advance.

Yours Respectfully

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Jean-Marie Rochford-Fraser