**Shabri Matthew**

**L**p 127 Roopnarine Ave,Las Lomas#2

Via cunupia

Phone: 1-868-365-4917/297-3870

*Marital Status* Single

*Educational Background* Johnson’s Finishing School

Sorzano Street, Arima

(Sept. ’01 – July ’04)

Sangre Grande Junior Secondary School

Sangre Grande

(Sept. ’98 – July ’01)

*Qualifications*  CXC subjects passed:

* English I
* History II
* Social Studies II
* Geography III

Currently Pursuing Degree in Education specializing in Early Child Care

And Family Development

*Workplaces* Telemarketing Agent

Hilton Hotel Trinidad

January ‘2011-February 2011

***Receptionist***

Belgroves Funeral Home & Crematorium

#10 Orange Grove Road

Trincity

June ’06 – Present

***Sales Associate***

Karies Craft

Piarco International Airport

Nov ’04 – Nov ‘05

***Cashier***

Francis Fashions/Shoe Locker

Queen & Henry Street, Flagship

Port of Spain

Oct. ’04 – Nov. 04

*Achievements* Certificate of Merit

Royal Bank Young Leaders

Secondary School Leaving Awards:

*Most Outstanding Student* in:

* Geography
* English

*School Ambassador in*:

* Musical Performances
* Public Speaking

*References will be made available upon request*

**Shabri Matthew**

Lp127 Roopnarine Ave,LasLomas#2

Via Cunupia

Phone: 1-868-365-4917/297-3870

*Date: 5thNovember, 2012*

*Human Resources Manager*

Dear Sir/Madam:

I wish to formally present my resume (attached) for your perusal in hopes of attaining employment at your establishment.

Along with my academic qualifications, and my experience in customer oriented workplaces I can attest to my ability in adapting to learn and express, without a doubt, the superb quality of work etiquette that is expected of me .As a dedicated, honest, and self driven individual, I am positive that I will be an asset to your company, and look forward to contact from you at your earliest convenience in hopes of acquiring employment at your firm. Thanking you in advance.

Yours truly,

\_Shabri Matthew\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHABRI MATTHEW