Candice Gordon-Brathwaite 385-4278

***Address:*** Apt. 201 Build. F Phase One Powder Magazine Cocorite

[jagalaskadig4eva@hotmail.com](mailto:jagalaskadig4eva@hotmail.com)

***Professional Profile:***

Requirements as Administration Assistant:

* Data Entry
* Computer Literacy – Knowledge of Microsoft Office Suite
* Report compilation and writing
* Verbal and Oral communication with Clients
* Record keeping and filing
* Preparation of Contracts
* Management of Purchase Requisition
* Cheque payments and collection

***Working History:***

Property Clerk/Projects Assistant PTSC 2003 – 2004

Customer Representative Illuminat 2005 – 2006

Administrative Assistant Foliage Design 2006 – 2011

Account Clerk KES Accounting Services 2013 - 2014

***Education:***

Skills for the automated Office Y.T.E.P.P 2002 – 2003

***CXC***

Mathematics

English

Social Studies

Human & Social Biology

Visual Arts

Food & Nutrition

Clothing & Textiles

***References:***

Available upon request.

***Candice Gordon-Brathwaite***

***Apt 201 Build. F***

***Phase 1 Powder Magazine,***

***Cocorite***

**Human Resource Manager**

Dear Sir/Madam,

***RE: Seeking employment.***

I would like to apply for any suitable position within your establishment. I have a total of seven (8) years working experience, in light of this I will be a valuable asset to your company.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with customers as well as co-workers. In me, you will discover a reliable, detail-oriented and extremely hard working associate – one who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

I can be contacted at 385 - 4278 for any further information or for us to schedule an appointment.

Sincerely,

Candice Gordon - Brathwaite