**Kamana Steele**

LP #50 Samaroo Village Arima

Contact: (c) 497-1828

kamana\_steele@hotmail.com

Dear Sir/Madam,

To whom it may concern,

My name is Kamana Steele, I am writing to be a part of your organization in any position suitable to my qualifications. As a measure of practicality I have also enclosed my resume.

With the skills, knowledge and education I possess, I believe that I can add value to your organization. I am an, innovative, responsible and ambitious individual with great communication skills, both oral and written I have the ability to work in groups or as an individual. I am a quick learner and take directions very well and am also capable of being a strong team leader and builder. I am honest, passionate, fun and a true team player.

I am currently a student at the University of the West Indies, Open Campus ST. Augustine, pursuing a Bachelor’s Degree in Early Childhood Education and Family Studies, which would be completed June, 2015. This line of studies is equipping me with the knowledge and capabilities necessary to engage young children and their family and by extension the community. It has made me realize that culture, environment and social institutions play important roles in a child’s life.

Please see my resume for additional information on my credentials. Thank you for your time and consideration, I look forward to speaking with you. I can be reached at 497-1828 and also by email [kamana\_steele@hotmail.com](mailto:kamana_steele@hotmail.com). Thank you in advance.

Respectfully Yours

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**Profile:** I am a self-motivated, self-oriented, loyal, worthy, honest, fun and responsible university student. I am competent of functioning and expressing the necessary skills needed to excel and add to your organization. I possess writing and oral communication skills, able to excel in a fast paced environment and achieve targeted tasks individually or as a team member. Also I possess the ability to interact and communicate at a professional level. I am willing to use whatever skills and knowledge I possess, to the best of my ability in the best interest of your organization.

**EDUCATION**

**2013 present University of the West Indies St. Augustine Open Campus**

Bachelor – Early Childhood Education and Family Studies **(Presently)**

**2010 University of the West Indies St Augustine Open Campus**

Certificate – Early Childhood Education

**2004 College of Science and Applied Arts of Trinidad and Tobago** Certificate - Child Psychology

Counselling

**2007 - 2008**  **Arima Government Secondary School**

*CXC passes*

**Work experience:**

**Present** - North Central Regional Health Authority (NCRHA) –

Accounts Clerk – Management Accounting Unit

2013 - North Central Regional Health Authority (NCRHA) –

Accounting Assistant Ag. – Payables Unit (Great Plains Software)

2012 - North Central Regional Health Authority (NCRHA) –

Accounts Clerk – Credit, Collections and Billings Unit

2008 - North Central Regional Health Authority (NCRHA)

Accounting Assistant – Arrears Unit

2006 - North Central Regional Health Authority (NCRHA)

Accounting Assistant – Credit, Collections and Billing Unit

2002 - North Central Regional Health Authority (NCRHA) –

Customer Service Representatives

1997 **-** North Central Regional Health Authority (NCRHA) – Clerk

**Memberships/Affiliations:**

* BTOFF – Breast Feeding Support Group of Mt Hope Women’s Hospital

**References:**  Davlin Thomas

681-3228

Facility Manager

Caura Hospital

Trevor Yearwood

734-6056

Executive Auditor

Central Regional Health Authority