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| Shinelle Ellis Wright | |
| Home: 646-8087  Cellular: 306-0236  Lot #132 Bon Air Circular  Bon Air Gardens, Arouca  Phase One | mz\_elliswright19@hotmail.com |

Dear Sir/ Madam,

I am a Criminal Justice student from the College of Science, Technology & Applied Arts of Trinidad and Tobago. I am interested in acquiring any position at your organisation. Enclosed for your review is my resume, which can be used to explore the possibilities of employment with you.

I believe that my motivation and desire to excel will make me an asset for your company. My previous employment helped me to gain experience in administering to the public’s needs, I believe I am adequately qualified to work in your organization where interaction takes place daily. I have a pleasant work attitude that is needed for interactive purposes. Therefore I am confident that your employees and customers would feel comfortable in associating with me, and my ability in maintaining the standards required in your organization.

I would be available for an interview at your convenience. I may be contacted at the address and telephone numbers provided on my resume. Thank you for your time and interest.

Yours respectfully

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Shinelle Ellis Wright

Resume

　  
**Career Objectives**: To obtain and secure an entry level office position where my word processing computer skills and attention to detail may be fully utilized. Hard work, dedication and the ability to acquire new skills will advantage any company I work for. Also I would like to enhance my professional skills in a dynamic and stable workplace.

**Experience:**

* Data Entry Clerk at the office of the Parliament, Abercromby Street Port of Spain. November 2008 – November 2009.
* Waitress at Bella Italia- January 2011- May 2011
* Justin’s, in Trincity Mall May 2011- August 2011
* Waitress at Aquerios Restaurant and Bar August 2011- November 2011
* Cashier at Jumbo Foods Grocery November 2011- June 2012
* Live Games Dealer at Royal Princess Members Club August 2012 – Present

**Qualifications**:  Electronic Document Preparation Management (grade one)  
                                 Information Technology (grade two)  
                                 English Language (grade two)  
                                 Mathematics (grade three)  
                                 English Literature (grade three)  
                                 Social Studies (grade three)  
                                 Office Administration (grade three)  
                                Human & Social Biology (grade three)  
                                 Principles of Business (grade three)  
                                 Geography (grade three)

**Computer Literacy:** Adequately skilled with MS Excel, MS Word, MS Access, and Power Point.

**Abilities:**   
-Can perform under pressure.   
-Can execute a task within given time.   
-Can easily adapt to any new implementation.

-I work hard.   
-Swiftly learns what is being thought.   
-Can utilize available resources efficiently.   
-Can inspire others to work honestly.   
  
**Goals:**

-Generate accurate result.   
-Meet target beforehand.

**Personal Information:**

Sex: Female  
DOB: December 26th 1990  
Marital Status: Single  
Character: Non Smoker, Non Drinker

**Hobbies**: Reading, Writing, Surfing the Internet and Cooking.

**Other Achievements**: Certificate in Protocol and Business Etiquette

Certificate of achievement for food preparation and service

**References are available on request.**  
 **Declaration:**   
I Shinelle Ellis Wright declare that the above facts given by me are true to the best of my knowledge and belief.