**RESUME**

NAME: Cindy Joseph

ADDRESS: #5 Balisier Road, Macoya Gardens, Tunapuna

PHONE: 351-9483/684-1259

DATE OF BIRTH: May 22nd 1991

OBJECTIVE: To develop my skills and contribute to your organization.

**EDUCATIONAL BACKROUND**

2006-2008 Sangre Grande Government Secondary School

2003-2006 Five Rivers Junior Secondary School

1997-2003 Talparo R.C School

**CERTIFICATES ATTAINED**

SUBJECTS: Spanish Grade 5

2008 Science Grade 3

Maths Grade 5

English Absent

Music Grade 5

Social Studies Grade 4

Visual Arts Grade 5

**ADDITIONAL TRAINING**

2008 **Civilian Conservation Corps**

* Microsoft Word
* Microsoft PowerPoint
* Microsoft Excel
* Microsoft Outlook
* Microsoft Access
* Keyboard Skills

2010 Youth Training and Employment Partnership Programme (YTEPP)

**WORK EXPERIENCE**

2008-2009 Bio-Tech Engineering Services

EMR Tacarigua (Receptionist)

2006-2007 AGLASS LTD

Malabar, Arima (Costumer Representative)

* Incoming calls
* Recording expenses
* Manual entries in books
* Checking bills

2009 Debbie’s Fashion (Sales Clerk)

2009-2010 Freezone Clothing Store (Sales Clerk)

2011 Rituals Coffee House (Barista/ Cashier)

**REFERENCES**

Nicolette Gomez

Todd’s Station Road, Talparo

Field Interviewer (H.D.C)

701-4420

Roxanne Jack Smith

Todd’s Station Road’ Talparo

Fast Food Owner

387-9541

Stacey-Ann Lewis

#21 Pine Ridge Heights, Lopinot, Arouca

Co-manager (Bio-Tech Engineer E.M.R Tacarigua)

785-8437

NAME: Cindy Joseph

ADDRESS: #5 Balisier Road, Macoya Gardens, Tunapuna

DATE OF BIRTH: 22nd May, 1991

EMAIL: cjoseph1991@hotmail.com

To the Human Resource Manager Servisair Trinidad and Tobago Limited.

Dear Sir/Madam,

I wish to apply for the position of a Cargo Agent in your company. My enclosed resume provides you with an overview of my relevant experience and training. I have experience working with others and have a solid commitment to this important working field.

I wish to build on these achievements and take the position given to me in your work place. I am very honest and am willing to develop my skills in your working environment.

In addition, I am looking forward to be a part of your facility and work diligently in your business. I’d be delighted to discuss my application further with you. I can be easily contacted by phone or email.

I look forward to hearing from you.

Yours sincerely,

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CINDY JOSEPH