**Kenya blackman**

#123, Pioneer Drive, Sea Lots,

Port-of-Spain

868-335-6744 (cell) /868-681-5258

**Kay\_blackman2@hotmail.com**

##### Objective

To efficiently and effectively function as a Customer Service Representative at your company

##### Education

**Bachelor of Science in Psychology** Expected July 2015 University of the Southern Caribbean –Maracas Royal Road, St .Joseph, Trinidad

**Cxc/O’Levels**

Mathematics III

English A III

Principles of Accounts II

Principles of Business III

Economics III

Caribbean History III

**Relevant Courses**

Communication Skills, Philosophy of Service, English Composition I, II

**PAWI NORTH WEST TRINIDAD DISTRICT** March 2014

CHRISTIAN EDUCATION DEPARTMENT

Certificate of achievement in the introductory course

**UNDERSTANDING PEOPLE-**Merit

**Ministry of Community Development** 2012

Certificate in Medication Aide Programme – Level 2

-Nursing Aide and Health Promotion

- Nutrition and Home Management skills

- Life skills

- Field Practicum

Ministry of Community Development life Skills Training

**Relevant Experience**

**Volunteer**

Ministry of Community Development

Community Mediation Programme Aug10-Aug15 2014

Peer Mediation Camp

* Provide structured and unstructured play activities to meet children’s psychological and social needs and reduce the stress of being in the hospital.

**Work Experience**

# OJT CAC Assistant

**Nelson Street Boys’ Roman Catholic Primary School.** Sep 2012-May 30th 2013

**Ministry of Science and Tertiary Education life Skills Training** January 2014-October 31st 2014

Gather, sort, file and retrieve data

-Communicate effectively in the workplace

-Provide class management support for teachers

-Providing assistance to students with challenges

-Complete all forms relevant to CAC classes

**Ministry of Community Development** June 2013-October-2013

**Undergraduate Intern** July 1st 2014-August 29th 2014

Retiree Adolescent Partnership Programme

**References**

1. Ms.Brenda McCreee Hunte

Ministry of Community Development

Project Coordinator –Retiree Adolescent Partnership Programme

(868)688-4138

2. Derrick Henry

C/o Shiloh Pentecostal

Pastor/Marriage Counselor

(868) 706-7723

**Kenya Blackman**

**Address: #123, Pioneer Driver Sea Lots**

**Telephone: (868) 335-6744/681-5258**

**Email: kay\_blackman2@hotmail.com**

8th May,2015

TO WHOM THIS MAY CONCERN

Dear Sir/Madam,

I, Kenya A. Blackman welcome this opportunity to apply for the open position as a Customer Service Representative at your company. Along with this cover letter I have also attached a copy of my resume for your perusal regarding my potential employment with your organization.

I am currently pursing my first degree studies and training at the University of the Southern Caribbean, in the field of Psychology. I am computer literate, interpersonal and well-skilled in communicating, reporting and presenting reports. Through prior professional experiences I have honed skills in filing, record-keeping and data-collecting. Additionally, I have collaborated with staff and stakeholders to assist with coordinating events and I have conducted counselling and mentorship sessions with youth.

Cultured in multi-tasking, I have been able to maintain a few profiles throughout academic pursuits delicately balancing my social, personal and professional commitments. Propelled by creativity and resilience, I am confident that I can perform any assigned duties effectively. I welcome the opportunity to practice in the field of Customer Service and I am committed to rendering my services to the growth and success of your organization.

Please feel free to contact me to further discuss my qualifications, experience and ambitions.

Respectfully Yours,

Kenya Blackman