**Tenielle George**

**#10 Penn Trace Enterprise**

**Chaguanas**

**Email:tenielletiny@yahoo.com**

**Telephone: 392-9011**

**DATE: 26/ 05/2015**

Dear **Human Resource Manager**,

I am a second year student at the University of the West Indies pursuing BSc in Management Studies and Information Technology. I am currently seeking an entry level position in this organization for the June – August vacation so please kindly consider my application.

At the University of the West Indies I am employed as an Admissions Student Advocate. We are outstanding students who promote the University through campus tours, to prospective and current students, school visits to secondary schools, as well as interact with the general public at the information desk in the Lloyd Brathwaite Building. I have improved in my communication skills with others and how to be a team player in groups. I have learned how to adapt to different situations quickly so that the task at hand can still be accomplished in an appropriate manner and how to balance my academics and work load effectively.

I have included all my qualifications and skills in my resume so you can always refer to. I eagerly await your reply. It would be a great opportunity to work in this establishment to increase my skills and knowledge.

Thank you.

Yours Sincerely,

Tenielle George

**TENIELLE GEORGE**

**#10 Penn Trace** ● **Enterprise, Chaguanas** ● **392-9011** ● **tenielletiny@yahoo.com**

* **Objective:**

To attain knowledge and experience in this profound establishment while enhancing my skills and abilities.

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**EDUCATION:**

**2013- Present University of the West Indies**

*B.Sc. Management Studies &*

*Major Information Technology*

**2011- 2013** **Diego Martin Government Secondary School**

*CAPE Advance Level Certificate*

***Unit 1 Unit 2***

* + - * *Accounting 3 2*
      * *Economics 3 2*
      * *Management of Business 3 1*
      * *Caribbean Studies 4*
      * *Communication Studies 2*

**2006- 2011** **Diego Martin Government Secondary School**

*CXC- CSEC O’ Level Certificate- 7 Subjects*

* *English 2*
* *Economics 3*
* *Information Technology 2*
* *Mathematics 2*
* *Principles of Accounts 1*
* *Principles of Business 1*
* *Spanish 3*

**WORKING EXPERIENCE:**

**2013 – Present Admission Student Advocate (ASA)**

**At the University of the West Indies**

*Skills obtained:*

* *Conduct campus tours*
* *Make school bookings/ appointments*
* *Information desk assistant*
* *Assist in registration process of new undergraduate students*
* *Assist in school events on campus*

**COMPUTER SKILLS:** *Technology Literacy*

*Microsoft Excel*

**HOBBIES:** *Playing Tennis*

**References:** *Available upon request*