Kanisha D. Downes

Apt 1

93 Trent's Terrace St.James

Barbados WI

Telephone :246.837.7295/ 246.258.8748

Email: kdownes25@hotmail.com

TO WHOM IT MAY CONCERN:

Dear Sir or Madam,

I would like to express my intrest for any available position within your establishment, with which my application satisfies.I consider myself to be a highly motivated, ambitious, team player,who is looking forward to adding significant value along with playing a key role in your company.

Both my employment and educational experiences have afforded me the opportunity to acquire, expand and improve on certain skills that will be required for the applied position.I'm am confident that your company's team values and objectives will highly compliment my own strengths and enthusiasm, which include independent working habits and superb customer service skills.

Attached to this letter of application, you will find a copy of my curriculum vitae which provides the necessary information on my education and work experience in great detail. I would appreciate personally meeting with you to discuss this employment opportunity.

Thanking you in advance for your consideration.

Warm Regards

………………………………..

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**Qualifications:**

* Dependable and co-operative team player
* Effective time management and organizational skills.
* Attentive to detail and accuracy while unsupervised.
* Self-motivated.
* Demonstrates great ability in interpersonal skills.
* Competent in computer programs.

**Employment:**

**Del Sol** 2010 - 2014

Sales Associate

Retail Supervisor

Duties / Responsibilities:

: Customer Service

: Opening and Closing of store

: Roistering Of Staff

: Office book keeping

: Stock taking

:Ordering new stock via the internet

**Employment:**

**N.C.O.** 2010 /03 - 2010 / 06

Customer Service Rep.

Duties / Responsibilities:

* Contacting Customers in regards to Credit Card Transactions.
* Monitoring of Credit Card Fraud.

**Employment:**

**Kentucky Fried Chicken** 2008-2009

General Worker

Duties / Responsibilities:

* Answering incoming telephone calls.
* Order taking
* Cleaning
* Packaging of food for Customers.

**EDUCATION:**

West Terrace Primary School 1994~2001

•Commom Entrance Exam Pass

St James Secondary School. 2001~2006

• English Language ~ C.X.C General ~ Grade 2

•Mathematics ~ C.X.C General ~ Grade 3

•Food And Nutrition ~ C.X.C General ~ Grade 1

**OTHER TRAINING:** Barbados Vocational Training.

International Cooking - Beginners 2009.

International Cooking - Advance 2010.

Leisure

Activities: Cooking, Reading and Hair Braiding

**REFERENCES AND LETTER OF RECOMMENDATION AVAILABLE ON REQUEST.**