Coleen Francois

#11 Boodoo Trace, Macaulay Village, Claxton Bay

(868)387-6918

coleen.francois@hotmail.com

Dear Sir/Madam,

I hereby apply for a position as an assistant in your organization. I am a hardworking individual and I would strive for success in the position which I am placed into. I recently completed a Human Resource Management certificate course at the University of The West Indies South Campus. Also willing to attend an interview of your convenience if I am a successful applicant. Attached is a copy of my resume.

Thank you for your consideration**,**

Coleen Francois.

**Coleen Francois**

#11 Boodoo Trace, Macaulay Village,

Claxton Bay.

Contact: 387-6918/ 659-1178

Email: [coleen.francois@yahoo.com.com](mailto:coleen.francois@yahoo.com.com)

**Objective:**

To secure a position in the organization and to work enthusiastically in order to achieve the goal of the company. To also develop my skills and use the knowledge that I possess to perform duties.

**Education:**

* Open Bible High School 2009-2014
* University of The West Indies 2014 - 2015

**Qualifications:**

English A – Distinction

English B – I

Integrated Science – II

Social Studies- II

Principles of Business- II

Spanish- III

Caribbean History- III

Mathematics – III

**University of the West Indies Open Campus**

Case Study – A+

Human Resource Management II – A

Organizational Theory and Behaviour – A

Human Resource Management I - A

Language Skills & Communication -B+

Principles of Business Management I – B+

**Achievements:**

* Certificate awarded by Open Bible High School for General Proficiency 2012
* Certificate award by Open Bible High School for 1st place in History 2012
* Certificate awarded by Open Bible High School for 1st place in Social-Studies 2012
* Certificate Awarded by Open Bible High School for 1st place in English 2012
* Certificate awarded by Infinity Computers Ltd. For training in computer Literacy

**Work Experience:**

* Sav Mor Drug Mart Ltd - Sales Assistant

**Reference:**

Collin Francois – Managing Director of B.C.S Electrical & Plumbing Supplies – 341-3038