Marlon Constance

58 Caiman Circle

Elizabeth Gardens, St Joseph

Human Resourse Manager

Massy Stores

Dear Sir/Madam,

I am a third year Computer Science major at the University of the Southern Caribbean. I am differently able and seeking employment at your company. I have excellent interpersonal skills and consider myself task oriented and results driven. I have attached a copy of resume for your perusal. I am willing to attend an interview at your convenience. For any further information you should require I can be contacted via my details listed above. I look forward to you favourable response

Yours Respectfully

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Marlon Constance

Are you looking for an intern with the following

Knowledge of the latest technology in the I T field?

Excellent oral and communication skills?

A passion to learn and increase his skills?

If so then look no further .You will see from my enclosed resume that I meet all of these requirements and more

Education

May 2014 to present Conversational Spanish- Carnegie Free Library

Oct 2013: Computer Literacy Carnegie Free Library

Sept 2013: to Present Sophomore at University of the Southern Caribbean

Sept 2012- June 2013: Vocational Rehab/ Volunteer National Centre for Persons with Disabilities

Jan 20007 Institute of Broadcasting Careers

2001- 2003: EEET at John S Donaldson

Qualifications

Completed Conversational Spanish or the semester ending 11th July, 2014

Proficient in Microsoft Word and Power Point

Completed 2 Years at US C of a BSc in Computer Science

Certificate in Newscating and Voicing Commercials

C X C O level

English Language

Spanish

Mathematics

Principles of Business

Woodwork

Technical Drawing

Work Experience 2012 Assistant Music teacher

2004-2007 Machine Operator

Feb 2004- Oct 2004 Assistant Teacher Electrical Technology

June- September 2003 Water and Sewage Authority

References

Dr Brader Brathwaite

Mrs Ebony Burton Hill

Other Interests Playing the Guitar, Building jigsaw puzzles and chess