**JEANELLE URQUHART**

**21 Olton Road**

**Gonzales**

**Tel: 485-6903**

22nd July, 2015

**Application for Employment,**

Dear Sir / Madam,

My name is Jeanelle Urquhart, and I am seeking employment in your company, enclosed is a detailed copy of my resume, which shows extensive training and experience, which I acquired.

I am a hard, reliable and responsible individual and have acquired excellent problem solving skills, with proven ability to make effective decisions and to overcome project obstacles.

I possess excellent communication skills and I’m willing to participate in flexible work schedules on occasions, when required.

I look forward to a favorable response and willing to attend an interview at your convenience.

Yours Sincerely,

Jeanelle Urquhart.

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**Gonzales**

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Résumé

**PERSONAL INFORMATION:**

Date of Birth: 15th May 1980

Marital Status: Single

Nationality: Trinidadian

**EDUCATION:**

Escallier / St. Jerome’s Anglican School 1985-1992 (Common Entrance)

Belmont Junior Secondary 1992-1995 (Fourteen Plus)

South East Government Secondary 1995-1997 (CXC)

Multi Sector Skills Training (MUST) 2008

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**WORK EXPERIENCE:**

KITCHEN ASSISTANT 2010-2010

* Suu lii Restaurant
* Food Preparation
* Quality Control
* Ensure that food is prepared in a sanitary environment

CASHIER 2008-2009

Gelato’s

* Cashing and closing off cheques
* Closing off / Balancing of shift sales
* Ensuring efficient and accurate customer service is carried out daily

TELEPHONE OPERATOR 2006-2007

* Direct One Call Center
* Assist customers on a daily basis
* Ensure accurate and efficient customer service is carried out daily
* Telephone operation
* Assisting in special promotions

CASHIER 2004-2005

Church’s Chicken

* Cashing and closing off checks
* Closing off / Balancing of daily sales
* Ensuring efficient and accurate customer service is carried out daily
* Taking orders
* Assist in special promotions and displays
* Assisting customers on a daily basis
* Liaison with customers for review of problems and solutions

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**WORK EXPERIENCE (Cont’d):**

MAGIC MIST 2012-Present

* Custodian
* Cleaning of bathroom / kitchen areas
* Wiping of desk / glass door
* Dusting and mopping of floor areas.

**REFERENCES**

Nari Saisbhan

Business Support Manager

Amec Foster Wheeler

1 (868) 298-5760 ext. 4415