Rita Fay Joseph-Voisin

Belton Trace Quarry Village

Erin Road, Siparia

1(868)745-7438/742-4027, [ritafay270@gmail.com](mailto:ritafay270@gmail.com)

12th August, 2015

The Human Resource Department

**Massy Stores**

Dear Sir/Madam,

# I hereby tender my application for employment in any available position.

Attached is a copy of my resume, giving details of my qualification and experience.

I believe I can be an asset to your organization if given the opportunity. I am a dedicated hardworking individual who is always willing to learn and meet any challenge set before me.

I am willing to attend an interview at your convince to give any further clarification on any issue that you may deem necessary. Thanking you in advance for your kind consideration and I look forward to your response.

Yours respectfully

Rita Fay Joseph-Voisin

RESUME

*RITA FAY JOSEPH-VOISIN*

742-4027

NAME

ADDRESS

DATE OF BIRTH MARITAL STATUS

SCHOOLS ATTENDED

Rita Fay Joseph-Voisin

Belton Trace Quarry Village Erin road Siparia

22nd May 1974

Separated

Erin Road Presbyterian School

Siparia Senior Comprehensive School

Open Bible High School

College of Accounting and Secretarial Skills

UWI School of Continuing Studies

English A Grade 3

English B Grade 2

Principles of Business Grade 2

Social Studies Grade 3

Computer Literacy

Word Perfect

Word Processing

Working Knowledge of Excel

London Chamber of Commerce and Industry (LCCI)

Marketing Credit

Public Relations Credit

QUALIFICATIONS

Currently pursuing a 2yr Certificate in Material, Purchasing & Logistics part time at UWI open campus south.

EXTRA CURRICULAR Certificate in Peer Counseling

Family Planning Association

Certificate in Stage and Production Managements

Ministry of Culture

Certificate of Participation

Radio and Television Broadcasting

Certificate in Floral and Balloon Decoration

U.W.I. School of Continuing Studies

Certificate Grace Gourmet Chinese and pastry making

Certificate Scared Heart Culinary Institute Pastry and Cake Decorating

Certificate of Merit in Sugar Artistry

* Fara's Cake Shoppe

Trained in First Aid

Trinidad and Tobago Red Cross Society

EXPERIENCE Clerical Assistant Trainee

Ministry of Finance District Revenue Office Siparia

April 1994 - October 1994

Clerical Assistant

Ministry of Sport and Youth Affairs Siparia

August 1995 -1996

Counter Clerk and Cashier

Donut Boys Franchise Siparia

February 1998 - July 1998

Office Assistant and Western Union Customer Representative

P.C Stop and Shop Siparia

July 1998 - August 1999

Accounting Assistant

Club Monte Carlo Casino San Fernando

July 2001- September 2003

Clerk (OJT)

South West Regional Health Authority

San Fernando General Hospital

May 2005 - November 2005

Clerk (Office & Stores)/Lab Tech (AI Lab)

Erin Farm Ltd

St Francis Village Erin

July 2008 – January 2013

Administrative Assistant

Superb Caterers Ltd

60 Ghandi Street Marabella

March 2013 – December 2014

Administrative Assistant/Point of Sale Programmer

P.C Stop and Shop Siparia

April 2015 – To Present

REFERENCE: Mr. Martin Charles

Breeding Unit Supervisor

Erin Farm Ltd

Phone: 325-5629

Pastor Joseph Thomas

Living Epistle Outreach Ministry

Phone: 677-7619