July 1st, 2015

The Human Resource Department

Human Resource Manager

Manager/ Business Owner

**To whom it may Concern,**

I Mrs. Cyrilla Nero of the above address, am seeking employment at your organization.

I am a diligent, hardworking, reliable and responsible individual. Additionally, I am a team player who functions well with colleagues. Furthermore I am willing to learn and can quickly assume any role that you deem me fit for.

Attached you will find a copy of my CV which outline my experience. I can be available for an interview at your earliest convenience.

I thank you in advance for the opportunity to meet, to discuss how my service can be an asset to your establishment.

Best regards,

Cyrilla Alicia Nero

**Cyrilla Alicia Nero**



**Personal Data**

**Address:** LP # 3A Upper Salandy Street, Diego Martin

**Mobile:**  1 868 360-8235

**Date of Birth:** 4th January, 1973

**National ID:** 19730104042

**National Insurance**: 031194787

**Career Objectives**

* To be an integral and key team player in an organization poised for development and growth.
* To be able to contribute to this growth strategy and development in a way that benefits both the company and myself.
* To interact with customers\clients in a professional, yet friendly manner.

**Educational Background**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **INSTITUTION** | **COURSE OF STUDY** |
| 1989- 1990 | Stenotype College Trinidad | Office Procedure  Typing |
| 1987- 1989 | Mucurapo Senior Comprehensive | English Language  Mathematics  General Science  Social Studies  Auto Mechanics  Accounts |
| 1984-1987 | Diego Martin Junior Secondary | Math, English, Business |
| 1978- 1984 | Diego Martin Government Primary School | Arithmetic, Science, Art & Craft, Language Art |

**Additional Skills / Training**

* YTEPP- Small Business Management
* YTEPP- Skills for the Automated Office- Computer Literacy
* CERTIFICATE OF ACHIEVEMENT- Ministry of Gender & Youth: **Automotive Repairs Level (1)**
* CERTIFICATE OF ACHIEVEMENT- Awarded 22nd October, 2004: **Terminal Operations Training**

**Employment History**

**Date Company Position**

**2013-2014** 3D Services Limited **Cashier**

**2009-2011** Woodford Café’ Fiesta Plaza Movie Towne **Hostess\Server**

**2007-2009** Farmer’s Supermarket, Diego Martin **Cashier**

**2005-2007** Telecom Services Limited  **Terminal Operator**

**2004-2005** Tony Romas Restaurant, Port of Spain **Hostess\Waitress**

**2001-2004** China Town Food, Diego Martin **Supervisor**

**Personal Interests**

* Dancing
* Reading
* Recreational Sports ( Cricket, Football )
* Socializing and making new friends

**References**

* Derek Joseph

Manager/ Owner

3D Services Limited

1 868 221-7683 / 868 683-6054

* Sonia Mitchell

Supervisor

Kelly’s Supermarket

1 868 718-8810