The Human Resource Manager

**Dear Sir/Madam,**

**RE: PERMANENT EMPLOYMENT**

It is with great interest that I forward my application for your perusal. I am applying for the position of Business Operations Assistant 1.

I am confident and of strong belief, if given this opportunity I will perform not only to the best of my knowledge and aptitude, but have the confidence that I will exceed at your highest level of expectancy.

Attached are details of myself for your perusal. If my application meets the necessary requirements, I can be contacted for an interview at your earliest convenience.

I have attached my Curriculum Vitae for your perusal and look forward for an opportunity to be interviewed at your convenience.

Thanking you in advance.

Yours Faithfully,

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**Oryana St Bernard**

**Personal Data:**

**Date of Birth: April 6th 1991**

**Marital Status – Single**

**Sex – Female**

**Contact Number-386-4107**

**Email-** [**ostbernard@yahoo.com**](mailto:ostbernard@yahoo.com)

# Objective

* To be efficient and manage time wisely to ensure all activities are completed with excellence.
* `To encourage good communication and team work.
* To establish and maintain effective working relationships with other employees and personnel.
* To be involved in a working environment where I can apply my skills and knowledge learnt over the years to improve or develop job performance and overall optimize the Company’s Goal(s).

# Experience

**Self Enhancement Center [August 2008 –August 2010]**

**Administrative Assistant/Teacher**

Key Responsibilities:

* Providing class management support.
* Teaching: STD 1- STD 5
* Typing, Collating, filing and storing/exporting relevant info.
* Answering the telephone

# Experience

**Kool Tech Air-Conditioning and Refrigeration (Tobago) [September 2010 – July 2011]**

**Assistant Office Manager**

Key Responsibilities:

* Typing: Correspondence, Quotations, Letters of Affirmation, Other Letter types
* Filing of all Correspondence
* Receiving and Making Appointments
* Planning of Work Schedules for Technicians

Experience

**Ministry Of Food Production [August 2011 –August 2012]**

**Checker**

Key Responsibilities:

* Filing documents
* Registering of Farmers
* Data Entry
* Record Keeping/Book Keeping

Experience

Kool Tech Air-conditioning and Refrigeration

**September 2012 – April 2014**

Office Assistant (Part time)

Key Responsibilities:

* Typing: Correspondence, Quotations, Letters of Affirmation, Other Letter types
* Filing of all Correspondence
* Receiving and Making Appointments
* Planning of Work Schedules for Technicians

Experience

Ministry of Local Government

**June 2014 – September 2014**

**Undergraduate Internship Programme**

**September 2014- Present – Short Term Contract**

**Accounts Department- Clerical Assistant**

Key Responsibilities:

NIS forms and requests

Travelling Vouchers

Filing and Typing

# Education & Training

Education: (2003– 2008) Bishop Anstey High School East

(1996 –2003) Arima New Government Primary School

Courses Presently

Pursuing: Degree Program at UWI Open Campus

Summary of Qualifications: C.X.C. O’ Levels

(General Proficiency)

Math 2

Information Technology 2

Principles of Accounts 3

English Language 3

Biology 3

Geography 2

Spanish 3

Literature 3

Courses Attained: World of Work

Wedding Planning and Decorating

Life Skills

Event Decorating (On the Job Training)

Software Applications Attained: Microsoft Word

Microsoft Excel

Microsoft Publisher

# Skills & Interest

* Hiking
* Reading
* Writing

**REFERENCES:**

Ms. Marie Miranda

Kool Tech Air Conditioning and Refrigeration

Owner/Manager

Cell Number - 484-7094

MS. Susan Ali

Ministry of Local Government

Accounting Executive

Cell Number – 622-1669