JANELLE PRESCOTT

## Apt1 Lot17A EdgeHill Heights, Phase 1 St. Thomas

## 438-7901(H)/42-0635(H)/258-4889(C)

## Jlprescott3@gmail.com

## Octorber 6, 2015

Jordan’s Supermarket

Fitts Village

St. James

## Dear Sir:

## RE: Cashier / Available Position

I am interested in acquiring any available position with your firm. The ability to deliver high-quality, responsive service is vital when extending customer serivces and that’s exactly what you’ll get when you hire me.

My resume, which is enclosed, details my background and work experience. I am well versed in customer serivces due to the establishments I would have gain my experience with and also the daily interactions in would make while dealing with the public.

I am well aware of the importance of prompt, attentive service and painfully aware that it is rare these days. If you’re looking for a hard worker and quick learner to provide superior service and to promote customer satisfaction, you’ve found one.

I am very enthusiastic about the possibility of working with you and I look forward to hearing from you to schedule a mutually convenient appointment.

Thank you in advance for your time and consideration.

Sincerely,

……………………………………..

Ms. Janelle Latoya Prescott

JANELLE PRESCOTT

Apt 1 Lot 17A EdgeHill Heights Phase 1 St. Thomas

438-7901(h)/425-0635(h)/258-4889(c)

[Jlprescott3@gamail.com](mailto:Jlprescott3@gamail.com)

**Date of Birth:** 30/12/1984 **Nationality:** BARBADIAN

**My Objective:**

To be a major contributor to your firm, where my creative initiative, dedication and genuine enthusiasm would allow me to progress.

**Academics**

**2013- 2013** Ministry of Health Vector Control Unit

Certificated in Vector Control Unit

**2011- 2011** Ministry of Health Vector Control Unit

Certificated in Mosquito & Rodent Control

**2004 – 2005** House of Friends Fellowship

Certificated in a Waitress Course

**2002 – 2004** Samuel Jackman Prescod Polytechnic

Diploma in Business & Computer Studies

Modules included:

* Business Communications ( Maths) Word Processing
* Business English Office Procedure
* Shorthand Database Management
* Text Production (Typing) Work Ethics

**Academics**

2001-2002: Samuel Jackman Prescod Polytechnic

Certificated in Tourism Craft

**Modules included:**

* Mathematics Woodwork
* Textile Textile
* Basketry Basketry

**Qualifications:**

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| --- | --- | --- | --- |
| **SUBJECT** | **EXAMINATION** | **LEVEL** | **GRADE** |
| Business English | LCCI | 2 | Pass |
| Text Production | LCCI | 2 | Pass |
| Word Processing | Pitman’s | 3 | Pass |
| Business Studies | SJPP | Tertiary | Certificate/Pass |
| Tourism Craft | SJPP | Tertiary | Certificate/Pass |
| Waitress Course | House of Friends Fellowship | 2 | Certificate/Pass |

**Technical Skills:**

* Database Entry
* Typing of up to 60 w.p.m
* Proficient in the use of Microsoft Office

1996-2001: St. James Secondary School

Successfully completed my secondary level education.

# **Work Experience**

**Ministry of Health February 2007 to Present.**

**Environmental Health Assistant 2**

**Maurice Byer Polyclinic**

* Assisting with maintaining database for houses positive for mosquito breeding. This information is used to generate reports on mosquito activity in our catchment area. The date base system is also used to capture the types and amount of containers found positive, mosquito complaints and rainfall levels.
* Organised clean up campaigns in several areas in my district where I worked with Mr. Mitchell the superintendent from the Sanitation Service North Depot, and his team.
* Presently I compile the statistical figures from the Environmental Health Assistants for the Principle Environmental Health Officer, Senior Environmental Health Officer and Vector Control Unit.
* I am currently in the process of arranging lectures in my district for farmers on Proper Farming Husbandry.

**Ministry of Health February 2007 -August 2009:**

**Environmental Health Assistant 2**

**Branford Taitt Polyclinic**

• Gained experience as an Environmental Health Assistant 2. In the field, my duties included the daily inspection of residential and commercial buildings, conducting health seminars within schools and keeping the general public abreast of rising health issues within the respective communities. In the office, my core duties were preparing reports, receptionist, assisting with the issuing of health licenses and typing and preparing documents where ever necessary.

• I was given the opportunity to work at Holetown Festival, Cavalcades, and all the Crop Over Activities located at Spring Garden Highway. Where I assisted the Environmental Health Officers as listed:

* Inspecting all food stalls both interior and exterior making sure the stalls were being

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| properly sanitize and maintained. Ensuring all food stalls had access to running water and  ensure all worker has their health certificates. |
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**Establishment:** Almond Beach Hotel

**Address:** St. Peter

**Position:** Administrative Assistant (Business Center)

**Period:** 2005-2007 (Temporary Staff)

**Duties:** Assisted with the general functioning of the office, recording and maintaining database information and assisting guests with computers or any queries.

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| **Establishment:** Standards Pharmacy  **Address:** Tweedside Road St. Michael  **Position:** Cashier/ Pharmacy  **Period:** October - December 2005  **Duties:** Cashier and merchandising.  **Establishment:** Zenodata  **Address:** Harbour Road Industrial Park  **Position:** Database Clerk  **Period:** April - October 2004  **Duties:** Database entry, maintaining database information, assisted with the general functioning of the office.  **Establishment:** National Library Service  **Address:** Culloden Road St. Michael  **Position:** Database Clerk  **Period:** April - May 2003 (Job Attachment)  **Duties:** Recording stock, packing books according to library criteria, database entry  using both Microsoft word and excel. |

**What do I do in my spare time?**

* I enjoy dancing and I occasionally teach dance lessons as well
* I love sports and out-door activities including swimming, football, netball and hiking
* Currently engaging in lesson to further my studies
* Most importantly, I enjoy spending time with my kids.

**Referees**

Mr. Gaskin

Principal Environmental Health Officer

Six Roads Polyclinic

Six Roads

St. Phillip

Tel: 423-3493

Mr. Clarence Watson

Senior Environmental Health Officer

Eunice Gibson Polyclinic

Warrens

St. Michael

Tel: 417-2111

Mr. Henderson Thompson

Director of Barbados Vocational Training Board

Lawrence Green Hse

Culloden Rd

St. Michael

Tel. 436-9006