Wednesday 9th September, 2015

Dear Sir/Madam,

It is my sincere desire to apply for any position that suites my qualifications. My ability to multi task, to communicate effectively and efficiently with others, will certainly be an asset to your organization. I am self-motivated, always willing to learn new information and can be a great team leader. I assure you that if I am chosen to work at your organization, I will be an asset and also be willing to work hard towards the company’s mission, vision and goals. I thank you in advance for accepting my application. I am available for an interview upon request.

Most Thankfully,

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Sinelle Cox

**SINELLE COX**

#5 THIRD STREET BARATARIA

[sinellecox@yahoo.com](mailto:sinellecox@yahoo.com)

Contact #: 371-9507

**OBJECTIVES**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well, communicate and help people in need of my assistance.

**Education**

**2008-2009** Sital College of Tertiary Education LTD

Diploma in information Communication Technology:

Business Charts

Presentation Authoring

Website Authoring

**2005-2008** Barataria Secondary Comprehensive School

Grades Obtain:

Social Studies III

Integrated Science III

Human and Social Biology III

Office Administration III

**JUNE 2001** Awarded certification for participating in a computer literacy Course-NESC

**WORK EXPERIENCE**

**Raimaris**

Administrative Assistant 2011- September, 2015

* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
* Receiving incoming calls
* Maintaining filing system
* Contributes to team effort by accomplishing related results as needed.
* Liaise with suppliers

**Ministry of Works and Transport**

Clerical Assistant- 2009-2010

* Provide a reception and communications service to all visitors to the office
* Provide a telephone answering service by taking and transferring calls to the appropriate person
* Take messages and pass on in accordance with team procedures
* Distribute and manage all communication through a variety of methods: internal and external post, fax and email.
* Record absences in accordance with procedures
* Provide support for Electronic Diary Management
* Provide a word processing service to the office
* Provide a photocopying service to the office
* Maintain filing systems and keep all filing up to date
* Process time critical information using IT systems in accordance with procedures

**REFERENCES**

David Phillips

**Teacher**

1-868-743-1066

Jenisa Stephens

**Corporate Communications Manager**

Raimaris

1-868-732-0319