**RESUME**

Jeanette AE Adams.

#185 E.M.R Sangre Chiqutio,

Sangre Grande.

367-7510/ 309-8646/ 307-1024

[Jeanette\_adams@outlook.com](mailto:Jeanette_adams@outlook.com).

D.O.B 31st August 1997.

**Objective**

To be successful in an entry level position in a dynamic I.T organization where my skills and experience can be best used at its highest level.

**Education**

Northeastern College Sangre Grande 2010/2015

**CXC General Proficiency (2015)**

Caribbean History 5

Maths 3

English A 2

P.O.B 2

I.T 2

H.S.B 3

**Work Experience**

A&D BBQ Shack Sangre Grande July-August (2015)

**Cashier-Duties Included**

* Assisted in serving food.
* Assisted in cleaning up.
* Assisted in packing up the fridges.

**Other skills, training and co-curricular activities.**

Customer service skills, excellent presentation skills, computer literate, team work proficiency, graphic designing, and football.

Member: RBC young leaders, Music Band, Badminton, Astronomy Club.

Certified Home Nursing, First Aid and Trauma Course (20/07/14)

Health and fitness (2012-2013)

History Club (2012-2013)

Music Club (2011-2013)

**References.**

1. **Name:** Ms. Marina Drayton

**Works:** Northeastern College.

**Position:** History Teacher/ Dean

**Contact:** 299-7417

1. **Name:** Junette Wiltshire

**Works:** RC LLC MC DEAN COUVA

**Position:** Literacy Coach

**Contact:** 716-6837

**In case or emergency:** Pamela Adams (Mother) 309-8646

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#185 Eastern Main Road,

Sangre Chiquito,

Sangre Grande

November 3rd, 2015

Monique Abraham

Manager, Human Resources

Augusta High School.

#23 School Street.

Sangre Grande.

Dear Mrs. Monique Abraham

I am responding to the employment opportunity advertised in Express Newspaper. Please accept this letter and accompanying resume as evidence of my interest and applying for the School Attendance Clerk at Augusta High School.

I have the following experience in Information Technology which make me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. I look forward to hearing from you.

Sincerely,

Jeanette AE Adams.