Crystal Wilson

#40 Green Street,

Tunapuna

1-868-325-1024

Wilsoncrystal11@yahoo.com

17th November, 2015

Dear Hiring Manager,

My interest in your company has prompted me to forward my curriculum vitae, for your consideration to obtain employment at any position, which may suit my qualification.

I am an honest, hardworking and conscientious person, willing to work hard at any suitable position that requires a great deal of initiative, and also the ability to meet challenges, towards both your goals and mine. Once given the opportunity, I will perform diligently to ensure that my work exceeds the stated requirements of the job. I am confident that I would be an asset to your organization.

My application will be of interest to any company, which requires an experience staff member who has a strong customer service representation and clerical duties.

This type of lucrative, reputable company I would enjoy being associated with! I am available for an interview at a mutual convenient time.

Yours Respectfully,

Crystal Wilson

CRYSTAL WILSON

#4O Green Street Tunapuna

325-1024

**Personal Information**

Date of Birth: September 20, 1993

Gender: Female

Nationality: Trinidadian

Marital status: Single

**Education**

St Augustine Secondary School

Couva Junior Secondary School

**Qualifications**

**Subjects Examining Body Grade Year**

Integrated Science CXC General 3 2010

Principles of Business CXC General 2 2010

Principles of Accounts CXC General 3 2010

Office Administration CXC General 3 2010

English A CXC General 2 2010

Electronic Document Preparation CXC General 2 2010

And Management

**Work Experience**

**Futuristic Electrical Company**

* Personal Assistant – Emailing customer’s materials, price list for goods and services, discounts, bill payments and cashing.

August 2013 – February 2014

Location: 6th Avenue, Barataria

**CellMaster Limited (Bmobile)**

* Data Entry Clerk – From written contracts to computerized documents, MMS software, Microsoft office, filing, entering stores weekly stock sheet
* Call Centre Staff – Calling and receiving calls from customers, informing and explaining new products and services.

January 2013 – July 2013

Location: Fernandes Industrial centre, Laventille

**Pennywise Cosmetics**

* Customer Service Representative – Assisting customers with various products and merchandising.

September 2012 – December 2012

Location: Trincity Mall, Trincity

**The Caribbean Accessories Company (TCAC)**

* Store Manager – Making sure store is well kept, targets met, end of day sales reports, purchasing and stock list.
* Red Jet Booking Agent – Booking and changing flights (date, time, name, luggage, etc.)
* Sales Assistant – Assisting and helping customers on the sales floor.

November 2011 – August 2012

Location: City Gate, Port of Spain

**The Ministry of Science, Technology and Tertiary Education**

* Clerical Assistant (OJT) – Collating and dispatching calls to various departments, filing, entering applications, dispatching employees time sheet.

June 2011 – November 2011

Location: Warner Street, St Augustine

**Hobbies and Interests**

Netball, cricket & reading

**References**

Ms. Kim Mendoza

Custom Clerk

793-3262

Mr. Leon Halls

Owner: Quality Designs

Quash Trace Sangre Grande