24 Sagan Drive,

Champs Fleur.

St.Joseph,

Trinidad.

Dear Sir/Madam,

My name is Aryann Burris. I am an outgoing, family-oriented young woman, with a passion for reading, cooking and music.

My working experience includes customer service and data entry positions in retail- oriented business and government. In addition to these experiences, I have been heavily involved in volunteer work with young children.

I am a fast learner, conscientious employee and I enjoying with the public. I would love to attend an interview at your convenience where more can be known about myself and becoming an asset to your organization.

I can be reached at 868-341-2418 or 868-645-4850

Looking forward to hearing from you.

Respectfully yours,

Aryann Burris.

**ARYANN BURRIS RESUME**

Address: 24 Sagan Drive, Champs Fleur

Phone Number: 341-2418

Date of Birth: 24th of January 1991

Nationality: Trinidadian

National ID: 19910124051

N.I.S #: 08 155 9535

Email: [aryannmcigarcia@gmail.com](mailto:aryannmcigarcia@gmail.com)

**Educational Qualifications:**  2001-2008

St. Dominic’s Convent

Rafeek Memorial T.M.L. Secondary School

Zenith Educational Institute

All subjects were done in General.

* English Language-2
* Human and Social Biology-2
* Principle of Business-2
* Social Studies-2
* English Literature-3
* Integrated Science-3

Certificates attained from School of Business and Computer Sciences

* Microsoft Word
* Microsoft Power Point
* Microsoft Access

**Achievements/ Skills:**

* Cooking, Writing, Avid Reader and Outdoor activities.

**Employment History:**

1. Name of Company- Modern Electrical Supplies Limited

Position Held- Customer Service Representative

Period- July 2014- December 2014

1. Name of Company- Eastern Credit Union

Position Held- Control Operator

Period- September 2012- April 2014

1. Name of Company- Kentucky Fried Chicken

Position Held- Delivery Operator

Period- October 2009- July 2010

1. Name of Company- Ministry of Social Development

Position Held- Data Entry Clerk

Period- September 2009- February 2010.

**References:**

Glori-Ann Williams

Couva

313-0480

Penny Sagan Maraj

Arouca

760-8268

Gabriella Viera Reyes

Barataria

323-7376

Rebecca Procope

Curepe

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