43 Eastern Main Road,

D’Abadie.

Manager- Human Resources

1st April 2016

Dear sir/ Madame,

I am applying for an available position in your establishmen whether it be entry level or suitable to my qualifications.

I am detailed oriented, self-motivated with the ability to perform at my best whether on solo projects or as a member of a team. I am confident that I can bring these skills to your organization to ensure the success in whatever assignments I may be given.

In light of the forgoing, I welcome an opportunity to speak directly with you and I am available for an interview at your convenience. My resume is attached.

I can be contacted at 646-6556 (H) or 4755680©

Yours respectfully

Chioma Williams.

Chioma Williams

#43 Eastern Main Road

D’Abadie

(H) 646-6556 (C) 4755680

chioma\_williams44@live.com

Professional Summary

I aim to be a proficient worker and to serve enthusiastically and learn quickly.

Highly organized and detailed researcher with more than 5 years’ experience.

Skills

Computer literate (Microsoft word, excel, office, power point)

Data entry (Spss software)

Works well under pressure

Social media knowledge

Appointment setting

Team building

Accounting familiarity

Report analysis

Professional phone etiquette

Excellent communication skills

Customer service-oriented

Flexible

Pleasant demeanor

Education

The University of the West Indies (September 2011- July2015)

Arima Central Secondary- (September 2004 – July 2011)

Tunapuna Girl’s Roman Catholic School- (September 1997 – June 2004)

Qualifications

Tertiary Education

Bsc Psychology (second class honours) 2011- 2015

Diploma in business studies 2009-2011

Some of the Courses completed attaining my degree.

Statistics and Research Design in Psychology.

Principles of Marketing

Occupational Safety and Health Management

Business Ethics

Survey Design and Analysis

Research Project in Psychology

This was a group project and it examined Attitudes towards Persons with Disabilities. The methodology used was a 2x2 between subjects’ factorial design. Data collection was done on and off campus utilizing in total 150 participants chosen through random sampling. A questionnaire was distributed with a demographic section and the Multidementional Attitude scale Towards Disabled Persons. The major findings were that education level and attitudes when interacted were significant where it did have an effect on person’s attitude towards the disable the same was for the variables education level and level of interaction with disable persons. My particular contribution was finding previous studies done in this particular area, sorting out the data and assisting in entering the data into SPSS. The project was awarded a “B” grade.

Secondary Education

Caribbean Examinations Council- Cape 2011 (A levels Upper 6)

Caribbean Studies (Unit 1)

Economics (Unit 2) Accounting (Unit 2) Management of Business (Unit2)

Caribbean Examinations Council- Cape 2010 (A levels Lower 6)

Communication Studies (Unit 1)

Accounting (Unit 1)

Economics (Unit 1)

Management of Business (Unit 1)

Caribbean Examinations Council- CSEC 2009 (CXC)

English Language Principles of Business

English Literature Integrated Science

Mathematics Economics

Principle of Accounts

Accomplishments

Class Valedictorian- Class of 2009

School Prefect – 2010- 2011

Member of Environmental Group (Globe Trotters)

Member of School Scrabble Club (2004-2005)

Member of School Basketball team (2006-2009)

Volunteer at Cyril Ross home (2012)

UWI Peer Counselor (2012)

Volunteer at WABY says YES (2013- Present)

OJT training in CVQ Growbox farming and CVQ Inland Aquaponics

Affiliations

WABY says YES- Nichola Harvey (Founder)

Work Experience

UWI Psychological Research Centre 2013- Research Assistant

Dr. Gwendoline Williams, Maria Roberts and Associates 2012- On the Job Trainee in documentation.

Dr. Claudia Harvey 2012- Assistant in documentation and Microsoft Word.

Certifications

Certificate in Aquaponics

Certificate in business studies

Extra- Curricular Activities

Basketball

Reading

Swimming

Tennis

Gym

References

Ms. Cynthia Langdon – Retired Teacher at Arima Central Secondary and Teacher at the UWI Open Campus - 667-6210

Dr Gwendoline Williams- Management Consultant- 662-8120

Others can be provided upon request