**MICHELE FIGARO-CAMPBELL**

**Brighton Cato Street, Gonzales Village, Guapo.**

**phone: 715-6043 or 358-2841 e-mail: campbellmix@gmail.com**

**DATE OF BIRTH** 19th July, 1982

**EDUCATION 2005/2006 The University of the West Indies** **Certificate of Proficiency** **GRADE** Basic Computer Repairs & Maintenance  **B-**

**1999-2001 Point Fortin Senior Secondary School G.C.E. A LEVEL** Management of Business **O**  General Paper **B** **2000 Point Fortin Senior Secondary School C.X.C. O LEVEL SUBJECT** Mathematics  **ll**  **1994-1999 Point Fortin Senior Secondary School C.X.C. O LEVEL SUBJECTS** Spanish  **l** Principles of Business  **l** English A  **ll** Information Technology  **ll** Principles of Accounts  **ll**  Social Studies  **ll** Mathematics  **lll**

**WORK EXPERIENCE** **2016 (January –Present)**

Checker/Timekeeper- Unemployment Relief Programme

**2013 (September – November)**

Customer Service Representative Courts Unicomer Ltd.

**2011 (March)**  Security Officer - SWAT

**2010 ( May )** Polling Clerk (General Elections)

**2002** On the Job Training – Office Clerk Phillips Comprehensive Educational Institute, Freeport **2001 (August – November)**  Labourer Employment Training Program, Valsayn **2000**  Sales Clerk Feroza’s Shopping Centre, Point Fortin

**OTHER INTERESTS** Administrative/clerical related duties

**REFERENCES** Mr. Michael Edwards Police Inspector Trinidad & Tobago Police Service Rapid Response Unit, South Western Division Contact #: 746-3088

Mr. David Bigford Regional Supervisor, Unemployment Relief Programme, Point Fortin Ministry of Works and Transport Contact #: 648-5744 /327-9412

Brighton Cato Street, Gonzales Village, Guapo.

The Human Resource Manager Massy Stores 39A Wrightson Road

Port of Spain

Trinidad, W.I.

Monday 2nd May, 2016

Good Day Sir/Madam

I am writing to apply for the position of Back-Store Attendant or a position commensurate with my qualifications within your organization.

I am a well disciplined person and can adjust to work schedules. I can function under stressful conditions and learn new procedures quickly. Self motivation, honesty and a strong co-operative spirit are my personal qualities.

I have an intense desire to excel and assure you that if recruited, I will contribute substantially and efficiently to my job requirements and responsibilities, thereby upholding the efficient status of your company.

Attached you will find a copy of my resume which shows details of my qualifications and I would be available for an interview should you wish to call me. My phone numbers are 715-6043 or 358-2841 and e-mail address is [campbellmix@gmail.com](mailto:campbellmix@gmail.com) .

Respectfully Submitted

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Michele Figaro-Campbell