Dear Sir/Madam,

I would like to apply for any position within your organization commensurate with my qualifications and experience. I consider myself to be a diligent team worker and a goal oriented individual.

I feel certain that the experience that I have acquired coupled with my sincere interest would attest to my suitability for the position.

Please find attached my resume for your perusal and I look forward to meeting with you at a time that is mutually convenient. Thanking you in advance.

Yours Respectfully,

Teneka Alfred

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**OBJECTIVE:** To afford myself the opportunity to work in an establishment that will give me the opportunity to utilize my skills and abilities in the workplace.

**EDUCATION/QUALIFICATION**

**U.W.I St. Augustine (2015-Present)**

BSC Major: Psychology and Minor: Human Resource Management

**U.W.I Open Campus (2014-2015)**

Certificate Major: Psychology

**Couva East Secondary (2009-2014)**

Biology - Grade 2

Caribbean History – Grade 2

Chemistry – Grade 3

English A – Grade 2

Geography – Grade 2

Mathematics – Grade 2

Physics – Grade 3

Social Studies - 1

**WORK EXPERIENCE**

***Prestige Holding Limited-Pizza Hut***

***Customer Service*** ***2013-2014***

*Price Plaza, Chaguanas (Seasonal)*

* Customer Service Representative,
* Food service preparation, attending to the specific needs of the customers around food allergies.
* Cashing and organizing food service preparation
* Clean-up Supervisor at end of shift

***Excellent Stores***

***Sales Clerk***

*Price Plaza, Chaguanas (Christmas Vacation)*  ***2014***

* Provided customers with friendly and efficient service while answering questions about our products.
* Organizing and arranging store prior to opening and end of day, making sure that the site was up to the guidelines for health safety and the brand of the company.
* Making sure the needs of the customers are met (making available their request)
* Handled cash drawer and utilized the System to process transactions

***Customs and Excise (Container Examination Station)***

***Temporary Clerical Assistant***

*Point Lisas* ***2015***

* Recorded payments that were made for the Custom Officers.
* Assisted with paper work for the Supervisor of the department.
* Provided Clarks and Brokers with efficient service and information.

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**Work Related Skills**

* Ability to work under pressure
* Excellent Organizational Skills
* Hardworking
* Self-motivated and can work well with others
* Great time management skills
* Quick learner

**REFERENCES:**

**Contact Person Contact Number**

Leah Stewart (Police Officer) 739-9813

Nicole Bruno (Secretary) 765-6245