KEVON KESTON SMALL

**Email:** [vonhermitagehaus19@gmail.com](mailto:vonhermitagehaus19@gmail.com)

**Mobile:**1-868-354-8863

**Landline:**1-868-623-7185

**Address:** 65 Hermitage Road, Belmont Port of Spain

OBJECTIVES

To be able to work in career oriented and challenging environment that promotes personal

growth, and uplifts professional development.

PERSONAL INFORMATION

**Date of Birth:** August 25 1990 **Place of Birth**: Trinidad

**Age:** 25 **Gender:** Male

EDUCATIONAL ATTAINMENT

**Tertiary Education**

**School: YTEPP**

**Certificate:** Certificate of Completion – Small Business Management

**School Year**: 2008

**Secondary Education**

**School:** Belmont Boys Intermediate Government School

**Certificate:** CAPE

**Subjects:**

Economics

Caribbean Studies

Communication Skills

Management of Business

**School Year:** 2008-2011

**School:** Belmont Boys Intermediate Government School

**Certificate:** CSEC

**Subjects:**

English A

Principle of Business

Principle of Accounts

Social Studies

Human & Social Biology

**School Year:** 2003-2008

WORK EXPERIENCE

**Employer:** Al Maidah Grocery

**Position:** General Manager

**Years of Service:** 8 months Contract

**Function:** Monitoring staff, stock inventory, book- keeping and restocking.

**Employer:** Service Commission Department

**Position:** Clerical Assistant

**Years of Service:** 3 years Continuous contract

**Function:** Worked directly with the records manager on special projects. Maintained detailed administrative and procedural processes to improve accuracy and efficiency. Responded to telephone and in-person requests for information. Verified that information in the computer system was up to date and accurate.

**Employer:** The Judiciary of Trinidad and Tobago

**Position:** Law Library Assistant

**Years of Service:** 6 months contract (OJT)

**Function:**  Filing and sorting judgments, archiving current affairs

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Contact:1-868-354-8863

65 Hermitage Road

Belmont

Port of Spain

Human Resources Department

The Manager

Dear Sir/Madam,

TO WHOM IT MAY CONCERN

I Kevon Small of the above address is applying for a position in your organization. I have enclosed Curriculum Vitae for referral.

My objectives as a young individual is to work with a team of motivated, goal oriented persons within a progressive and competitive environment to gain professional mobility.

I am hard working, reliable, dedicated ethnical and self-motivated individual, my desire for success and development enhances my reception to new challenges. Your company presents a dynamic growing and successful image of which I would like to make a positive contribution.

Should my application meet with the standard and approval of your organization; I am available at a suitable time for an interview.

Yours Respectively

Kevon Small