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|  | ***SHARON CAMPBELL.***  LP. 51/3 READY-MIX PRIVATE ROAD, EASTERN QUARRY, LAVENTILLE.  |  redwomansharon@gmail.com  |  1-868-345-0389 / 461-1028. |
| Objective | TO DO MY JOB TO THE BEST OF MY ABILITIES TO SUSTAIN MYSELF AND MY FAMILY.  TO LEARN AS MUCH NEW THINGS AS POSSIBLE. |
| Skills & Abilities | ANSWERING TELEPHONES PROFESSIONALLY.  EFFICIENTLY AND EFFECTIVELY APPLY WORK ETHICS  TYPEWRITING. |
| Experience | **LEGAL CLERK**  LEONARD BERMINGHAL AND COMPANY. ATTORNEYS AT LAW **LEGAL CLERK** R. WILLS-MOHAMED AND COMPANY. ATTORNEYS AT LAW **LEGAL SECRETARY**  LUTCHMAN RAMCOOMARSINGH. ATTORNEY AT LAW  **REGISTRATION CLERK** POLLNAIS, BLANC DE LA BASTIDE AND JACELLON  LAW FIRM |
| Education | **ROSE HILL R.C.**,PORT OF SPAIN.SCHOOL LEAVING.**OGLE’S COMMERCIAL.**PORT OF SPAIN.CERTIFICATE. SHORTHAND, TYPEWRITING AND ENGLISH. |
| References |  |
|  | **ROSLYN WILLS-MOHAMED**,ATTORNEY AT LAW #55 FREDERICK STREET,  PORT OF SPAIN.  Tel:625- 5563. **ROBIN RAMCOOMARSINGH**ATTORNEY AT LAW #9 CHARLES STREET,  PORT OF SPAIN.  Tel:620-6016. |

I am applying for the position of Registration Clerk at Eve Anderson and Company, I am positive that my skills and experiences complement your need.

During the time I worked at L. Ramcoomarsingh as a Legal Secretary, I was responsible for providing support services to a unit of attorneys. Through this experience, I developed special skills in preparing documents and transcribing legal diction along with filing documents and monitoring same. I am also well versed in legal procedures and terminology. Additionally, I posses the ability to coordinate work between courts, clients, and co workers in a manner that best follows basic legal protocols.

My resume is enclosed with this letter and contains all the information you will need in order to make a decision to interview me.

Thank you for your consideration.

Sincerely,

Sharon Campbell.