Dear Sir/Madam,

I wish to seek personal and professional development in a dynamic environment. I am applying

for a position in your company which best suits my academic qualifications. I am a final year

student at the University of the West Indies currently pursuing a BSc in Geomatics Engineering.

I attended St. Joseph’s Convent St Joseph where I obtained seven CXC passes and eight CAPE

passes. I am honest, efficient, and reliable and have a strong work ethic, as evidenced by my

school participation and achievements in events outlined in my attached resume. I am

confident that if I am given an opportunity I shall prove to be a valuable asset to your

organization.

Should my application be successful, I shall be willing to attend an interview at your

convenience.

Thanking you in advance for your consideration

Respectfully,

Deneille Eligon

**Deneille Eligon**

**APT #3C, Building 6 Eldorado Heights, Target Road,**

**Eldorado, Trinidad**

**Home: (868) 223-8337**

**Mobile: (868) 391-2584**

**Email:deneille.eligon@gmail.com**

EXPERIENCE:

* 2009 -2015 (Christmas Vacation) Mayfair Trinidad Ltd.

Senses, The Falls at West Mall Branch

Senses, Trincity Mall Branch

**Temporary Beauty Advisor**

* Interact with customers and give advice on various skin care and beauty products (make up, fragrances)
* Assisting in checking stock and replenishing shelves
* Cashing sales made
* 2015 (June-August) L&S Surveying Services Ltd

#29 Harris Street ,San Fernando

**Intern Surveyor**

* Assist in the maintenance of calibrating instruments before going out to do field work
* Assist in conducting surveys in the field
* Assist in downloading and storing data from jobs after every work day
* Assist in data entry into companies database, searching manual files and organizing according to year and district, then inputting relevant data into system as well as backing up the information
* Assist in QA/QC checks of maps produced
* 2015 Movietowne POS

MovieTowne Boulevard, Invaders Bay, Audrey Jeffers Highway, Port of Spain, Trinidad W.I.

**Cinema Operations**

* Box Office cashier
* Usher patrons into correct theatre for screening
* Assist in theatre maintenance between movies

EDUCATION:

* **2012-Present University of the West Indies, St Augustine**

Currently pursuing a Bsc in Geomatics Engineering

* **2009-2011 St Joseph’s Convent St Joseph**

Advanced level CAPE

* **2004-2009 St Joseph’s Convent St Joseph**

CSEC

OTHER SKILLS

* A young professional whose honesty and integrity provides for effective leadership and optimal business relationships.
* Highly adaptable, positive, patient, risk-taker who is open to new ideas
* Conscientious go-getter who is highly organized, dedicated and committed to professionalism
* Enthusiastic, creative thinker, knowledge-hungry leaner, eager to meet challenges and assimilate new concepts
* Proficient in Microsoft Office and can easily adapt to using various software if necessary with a little training
* Able to multi-task efficiently and has the ability to type 65 words per minute with due accuracy

REFERENCES:

* Carlos John,

Executive Chairman,

Cooperate Solutions Ltd

23 Faithhill Moka Gardens

Maraval

683-7943

* Margot Guerrero

Principal,

St Joseph’s Convent St Joseph

662-4580

359-9651

* Villa Codrington

Director of Finance,

Mayfair Trinidad Limited

624-4910

389-6001