Rachael Fortune-Fraser

#732 Siparia Erin Road,

Santa Flora.

+1-868-755-0718

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rachael.fraser27@gmail.com

September 2, 2016,

Human Resource Department

Massy Stores,

39A Wrightson Road,

Port-of-Spain.

Dear Sir/Madam,

I Rachael Fortune-Fraser wish to be considered for the post Branch Supervisor. My qualifications and experiences are attached to this letter of application, for further references.

I am, a very persistent and hardworking young woman striving for excellence. Once given the opportunity to enhance those competencies, through experience and further learning. I believe all else would fall in place.

Sincerely yours,

Rachael Fortune-Fraser

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# PROFILE

To be an asset in an organization, that challenges my ability to perform and excel in all possibilities or tasks.

# EXPERIENCE

Store Administrator, Lucky Dollar (UNICOMER LTD) Point Fortin — 2012-2015

My duty included the supervision of staff and assets of the branch. Liaising with the credit department all other departments where necessary to accomplish set goals of the branch. Most of the job entailed problem-solving and report writing. Appraisal of staff and ensuring company’s policies and procedures were adhered to.

Assistant Teacher (OJT) Rancho Quemado Government Primary School — 2009-2012

Assisted in classroom management, worked with remedial students and assisted in extra-curricular activities.

Supervisor/Sales Clerk, Perfect Scents, Point Fortin — 2008-2009

Inventory, cashiering and Sale Promotion

Administrative Assistant, UWI School Of Continuing Studies, Point Fortin — June 2005- Sept 2005

Prepared payroll for tutors, registration for the various courts offered, queries and answering calls, preparing reports, letters and accounting for the period.

Cashier, HiLo Food Store, Gulf City, La Romain — 2004-2005

Cashiering

# EDUCATION

U.W.I Open Campus, San Fernando

(IAM) Diploma in Administrative Management (08/2008- 06/2009)

Intro. to Customer Service (career enhancement- 04/2008-06/2008)

Fyzabad Composite Secondary School- CXC General Proficiency

Mathematics 3

English A 2

Office Procedures 2

Principles Of Business 2

Principles Of Accounts 2

Human and Social Biology 2

Social Studies 3

# Hobbies

Netball, Singing, Ballroom Dancing and meeting people

**REFERENCES**

Joel George- Petrotrin Fireman,

Point Fortin

Contact: 336-0799

Martin Barclay- Police Constable

Siparia,

Contact: 316-6561