**Hannah Jade-Marie Meyers**

#60 Upper 7th Avenue, North Barataria.

Phone: 329-9048/ 784-1662 ; hannahmeyers@live.com



**OBJECTIVES**

* To gain practical experience in the world of work
* To enhance my personal development
* To contribute to the overall performance of the company in which I am employed

**EDUCATION**

* SAM Caribbean Limited -2015- PRESENT
* School of Accounting and Management - 2014-2015
* Barataria South Secondary School - 2009-2014
* St. Ursula’s Girls Anglican School - 2002-2009
* CXC General Proficiency (SECONDARY) GRADE
* Mathematics 3
* English A 2
* Principles of Business 2
* Office Administration 2
* Social Studies 2
* Electronic Document Preparation Management (EDPM) 2
* Garment Construction (CVQ)
* Certificate in Business Management (Tertiary)(SAMS)
* Introduction to Business Management
* Personal Development
* Analyzing the Business Environment
* Contemporary Issues in Business Communication
* Introduction to Financial and Management Accounting

**WORK EXPERIENCE**

**Sales Representative – I Live 4 Gems (Jewelry Store)**

* Customer Service
* Cashing
* Balancing Accounts
* Following up on customers
* Arranging Showcase

**Office Assistant/ Receptionist - SAM Caribbean Limited**

* Customer Service
* Book appointments
* Answer incoming calls and give information
* Accept packages on behalf of the school

**Clerical Assistant II - Office of the CPO (April- September, 2015)**

* Salary Proposals
* Records Management(filing)
* Management of stationery allotment
* Data Entry of correspondences from all ministries

**RHAND Credit Union**

* Payroll Processing
* Records Management(filing)
* Staff welfare (lunch arrangement, attendance registers, events planning)
* Data/Word processing

**OTHER INFORMATION**

Member of “Youths of today, Adults of tomorrow” Community Group

**REFERENCES**

Charles Primus (Business Owner) - 776-6191

Mark Zephyrine (Manager) - 688-4868

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September 7th, 2016

Dear Sir /Madam,

I am currently a second year student pursuing my Bachelors in Business Management. With this education I have acquired theoretical and practical insight into managing the day to day operations of a business. The courses also covered aspects of Time Management, Marketing, Branding, Accounting, Business laws, Critical Analysis and many more.

At the receptionist position at SAM Caribbean Limited my main duties were to accept incoming calls, relay information, book appointments for directors and assist customers/ students visiting the office. In my second duty as office assistant I would often be required to assist with projects and liaise with all managers. This position allows for interaction with most of the staff and responsibilities could vary from day to day.

At my previous employer Office of the Chief Personnel Officer, I have gained experience in data entry and payroll processing. I also have experience in records management, event planning/coordination and preparing official memos /correspondences which I attained from Rhand Credit Union.

I am very enthusiastic to work at your establishment and I hope I would be considered. I am a self-motivated and an all-round individual who enjoys working in a team environment. I am also open minded and will give my best towards any task at hand.

I thank you in advance and eagerly await your reply.

Yours sincerely,

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**Hannah Meyers**