**SADE BONEY**

**#5 Calcutta Rd Freeport**

**Carapichaima**

**Tel: 373-1750**

**To Whom It May Concern:**

I write requesting your kind consideration for any position within your organization.

I am a dedicated individual who is willing to work hard and confront all challenges that may be encountered as an employee in your organisation. I am willing to undertake any necessary training as deem fit to improve the reliability of my service.

I feel confident that if given this opportunity, I will continue to enhance the good standards that your organisation currently maintains.

It is with this in mind, that I have taken the liberty of enclosing a detailed copy of my educational background for your perusal. Should you need any further information, please contact me at the above telephone number.

Thank you for any consideration of my application and I am anxiously awaiting your response.

Yours Respectfully,

SADE BONEY

**CURRICULUM VITAE**

**SADE BONEY**

#5 Calcutta Rd Freeport Carapichaima

Tel: 373-1750

Email:sadeboney8@gmail.com

**CAREER OBJECTIVE**

To gain experience in an organisation that offers a challenging working environment and opportunities for growth and development.

**PERSONAL DATA**

NATIONALITY : Trinidadian

D.O.B : June 18th 1990

**EDUCATIONAL BACKGROUND**

* **2012 Certificate in Business Management**
* **2012** Certificate in Front Desk Management and Telephone Etiquette
* **2014** (Certificate in First Aid)
* **2005-2007** Arima Senior Secondary School
* **2002-2005** Curepe Junior Secondary
* **1995-2002** Maloney Government Primary School

**WORK EXPERIENCE POSITION**

* OH FUDGE! Sales Clerk  
  West Mall ( 2008-2009)
* Club Princess (2007-2008) Waitress
* SwissPort LTD (2009-2014) Airline Security Agent  
  Piarco International Airport

**SKILLS**

* Computer Literacy (Microsoft Office)

**INTEREST/ ACTIVITIES**

* Traveling
* Dancing
* Charity Work
* Experiencing New Things

**REFERENCES**

* Kai Salandy  
  General Manager (United Airlines Inc.  
  481-7711
* Lauren Bailey  
  TTPS   
  488-0484