*Latisha sapphire joseph*

LP#50 Lale Road A Saut D’eau Road Paramin, Maraval.

Contact Number: 629-8630 / 389-3178

Email: [Sapphire.jo@hotmail.com](mailto:Sapphire.jo@hotmail.com)

Dear Sir / Madam

I am applying for a position within your organization that is suitable for my qualifications.

The most important ingredient in the formula of success is knowing how to get along with people. I am egger to put my skills to the test in working for you. I assure you that you will not be disappointed in my work since I am a team player.

I am confident that my educational experiences along with my enthusiastic personality matches the qualities you are seeking in an employee.

Thank you for taking the time to review my credentials.

Sincerely,

……………………………

Latisha Joseph

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Email: [Sapphire.jo@hotmail.com](mailto:Sapphire.jo@hotmail.com)

OBJECTIVE

* To obtain a position that is suitable for my qualifications within your organization

EDUCATION

* Arima Girl’s R.C School
* Providence Girl’s Catholic School:

Mathematics

English A and English B

Social-Studies

Principals of Business

Electronic Document Preparation and Management

Information Technology

History

* CTS Collage of Business and Science

COMPUTER SKILLS

* Microsoft Word
* Microsoft PowerPoint
* Microsoft Excel

SKILLS AND ABILITIES

* Honest
* Good Communication Skills
* Dependable

ACCOMPLISHMENT

* National Volleyball Games
* Honour Role
* Community Service

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Email: [Sapphire.jo@hotmail.com](mailto:Sapphire.jo@hotmail.com)

Job Experience

Bmobile/ Skypost: 18th February 2016 – 25th June 2016

Customer Service Representative/ Typist

Reference: Sunshine Davis: (868)-727-1200

**Manager of Bmobile**

Cindy Garib: (868)-683-8608

**Business Owner of Swordfish**