Chief Executive Officer/Human Resource Manager

Re: Application for Career Opportunity

I am applying for the position as Social Media Associate.I know I will be an asset to this organization because I recently commenced classes on Hubspot and Lynda to learn about Social Media Management. I am due to start the 2nd schedule of the Diploma in Digital Strategy at Arthur Lok Jack Graduate School of Business early next year. However I have learned some forms of digital marketing strategy from attending a recent seminar at Arthur Lok Jack Graduate School of Business. I have experience managing social media accounts for retail business owners for about two years now. I am a quick learner and based on my drive and determination I can achieve the strategic goals set out by your organization. I am willing to start from the ground up in the learning process to achieve all targets. I am equipped for challenge ahead and I will make an effort to strive for greater that is why I chose to apply for the position.

I would be very grateful if you would consider me for this opening. I have attached a copy of my CV for your perusal and you can contact me on 868-788-0768/792-3712 or by email at [legallycarissablonde@gmail.com](mailto:legallycarissablonde@gmail.com) any time should you have any further questions.

Thank you for taking the time to read my application and I look forward to hearing from you in due course.  
Yours sincerely

Carissa Carr

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***Carissa Carr***

*#53D Wilson Road,Four Roads, Diego Martin*

[*legallycarissablonde@gmail.com*](mailto:legallycarissablonde@gmail.com)

*788-0768/792-3712/356-5606/607-2991ext 1306*

***Date of Birth:***

8th October, 1988

***Objectives:***

To positively enhance your company with my knowledge and skills acquired as well as to learn from your organization and gain further experience in the business field.

***Flexibility****:*  I am willing to work throughout Trinidad and Tobago

***Work Experience:***

***Records Management Clerk***

***Trinidad and Tobago Securities and Exchange Commission***

***November 2014-Present***

* Receives all incoming hard copy mail to the Commission as well as other documents from divisions / departments of the Commission
* Sorts and distributes mail for data entry using the Records Management Site on the Intranet
* Sorts and distributes all incoming mail to the Commission
* Does all other job related tasks

***Payment Processor/Analyst***

***Accounts Receivable and Payable (ACH & CHEQUES)***

***Island Finance of Trinidad and Tobago – August 2011- October 2014***

* Responsible for facilitating the efficient and effective maintenance of customers’ accounts through the timely and accurate posting of payments.
* Posting payments to customers’ accounts both through Ach and check deposits on a daily basis.
* Investigating and solving problems with customers’ accounts
* Updating files and company listing on a monthly and fortnightly basis for ach and salary deducted loan payments
* Verifying customers’ loan information with employers and banking institutions.
* Liaising with employers to ensure up to date accounts.
* Handling of customers queries/in person or via telephone
* Performs withdrawals of transfers
* Writing up deposit slip
* Verification of cash summary sheets
* Prepare deposit bag
* Post payments daily to customers account
* Maintain payment center  files
* Data entry

***Supervisor-Customer Service & Public Relations Officer***

***West Shore Medical Private Hospital- October 2009- August, 2011***

* Customer Service
* Preparing and planning surgery list
* Coordinating with Doctors/Ministry of Health about incoming patients
* Telephone services
* Managing the entire hospital functions
* Posting payments to customers’ accounts both through wire transfer, check, cash, and credit card and linx deposits on a daily basis.
* Investigating and solving problems with customers’ accounts
* Updating files for monthly  payments
* Verifying customers’ loan information with employers and banking institutions.
* Liaising with patient’s relatives to ensure up to date accounts.
* Handling of customers queries/in person or via telephone
* Verification of cash summary sheets
* Prepare deposit sheets
* Post payments daily to patients accounts

***Skills:***

* Microsoft Word, Excel, Access, PowerPoint
* Daybreak Accounting.

***Certificates:***

* *NVQ in Micro Entrepreneurship,*
* *NVQ Garment Construction and Design,*
* *Certificate of Participation in Carnival Mas Design,*
* *Certificate of Participation in Records and Information Management*
* *Certificate of Achievement in Customer Service*

***CAPE A LEVEL* *CXC O LEVEL***

Caribbean Studies-2 Mathematics-3                History-2

Communication Studies-3 English A- 3         I.T-3

History-3&4 English B-2

Geography-4&5 Social Studies-1

Literatures in English-4&5 Geography-3

***Education:***

COSTAAT- 2011- 2012

Trinity College- 2005- 2007

Providence- 2000- 2005