Nicole Hendrickson

1(868)3669037 / 7178327

nicole\_hendrickson@yahoo.com

D.O.B 14 July, 1996

Dear Sir/Madam,

I would like to apply for one of your vacancies as a customer service representative and /or cashier. I am currently enrolled at the University of the West Indies, where I am pursing my Management Studies degree. At this time, in this semester, my classes take place on a Tuesday and Wednesday from 2pm to 8 pm, excluding any examinations. Therefore I am available to work at any other time, public holidays and weekends included.

I am a very hardworking and driven person. I am looking forward to working in your organisation and thank you for giving me the opportunity.

Yours Respectfully,

Nicole Hendrickson

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#18 Adjodha Street, El Socorro Road. San Juan

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Objective:

To secure an entry level position in a dynamic organization where my skills and abilities can be best harnessed.

Education:

Barataria South Secondary School Barataria 2008-2015

University of the West Indies St. Augustine 2015-ONGOING

|  |  |  |  |
| --- | --- | --- | --- |
| CSEC General Proficiency (2013) | | CAPE Advanced Level (2015) | |
| Principles of Business | 1 | Communication Studies | 2 |
| Principles of Accounting | 2 | Caribbean Studies | 3 |
| Economics | 2 | Management of business: Unit 1 | 2 |
| Visual Arts | 1 | Unit 2 | 2 |
| Mathematics | 3 | Accounting :Unit 1 | 2 |
| English A | 2 | Unit 2 | 2 |
|  |  | Economics: Unit 1 | 2 |
|  |  | Unit 2 | 3 |

Currently in my second year of university.

Other skills, training and Co-Curricular Activities

Good Presentation Skills, Computer Literate, Team Work Proficiency, Excellent leadership skills, Artistic skills, Ability to multitask, Excellent communication skills,

Former member:

* Barataria South Secondary School UNESCO Club, School Choir, House leader, Senior Prefect.

Accomplishments:

* Honour Graduate Student for the year 2013 in the subject areas of:

Principles of Business

Economics

Visual Arts

* Barataria South Secondary School Student Of the Year September 2010-2011

Examination Schedule (Semester 1:2016/2017)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Code | Course | Venue | Date | Time | Duration |
| MKTG 3000 | Marketing Management | Main Drawing Office (MD3) | 05-DEC-16 | 4:00 PM | 2hrs |
| FOUN 1106 | Academic English for Res Purp | JFK Auditorium (JFK) | 06-DEC-16 | 9:00 AM |  |
| MGMT 2008 | Organisational Behaviour | The Temporary Room at Chemistry (TCB3) | 09-DEC-16 | 1:00 PM | 2 |
| MGMT 2006 | Management Information Sys I | The Temporary Room at Nat Sci (TCB2) | 14-DEC-16 | 4:00 PM | 2 |
| ECON 0001 | Remedial Mathematics | Sports Centre (SPEC) | 21-DEC-16 | 9:00 AM | 2 |

References:

* Jabari Harewood – Credit Clerk at Brydens.

1(868)-390-3573

[jabariharewood@yahoo.com](mailto:jabariharewood@yahoo.com)

184 National Avenue, Mount Hope Gardens, Mount Hope

* Alistair Moore-Corporal of Police at E999 Rapid Response Branch

1(868)-730-6219

[alistairandremoore@gmail.com](mailto:alistairandremoore@gmail.com)

LP#5 Factory Road, Diego Martin

* Keyshon Mendez-Law Clerk

1(868)338-2128

[keyshon.mendez@live.com](mailto:keyshon.mendez@live.com)

34 Grant Avenue, Mt Lambert