RESUME

**NAME**  : Akita Brown

**DATE OF BIRTH** : 08/07/95

**ADDRESS** : #18 Springvale, Claxton Bay.

**CONTACT NUMBER** : 334-1863/ 463-9923

**EDUCATION : University of the Southern Caribbean** (2016)

Bachelor Degree in Phycology

**A.S.J.A Girls College Charlieville** (2007-2012)

English 3

Food and Nutrition 2

Integrated Science 2

Mathematics 3

Principles of Business 3

Social Studies 3

**WORK EXPERIENCE** : **Golden Chicken**

Cashier/ Kitchen Assistant

**JTA Supermarket Couva**

August 2015- January 2016

**Brown Girl’s Quisine**

May 2016- July 2016

**TRAINING : Community Development Skills Training Programme**

**Introductory Level Training**

Chinese Cuisine 2014

**YTEPP- Youth Training Employment Partnership Program**

**Commercial Food Preparation**

March-December 2013

**OJT- On The Job Training Springvale E.C.C.E. Government Centre**

Clerical Assistant

October 2012 – September 2014

**REFERNCES :Name** : Hudson Collins

**Occupation** : Minister

**Address** : LP# 4 Railway Road, Couva.

**Phone Number** : 316-8947

**Name**  : Steven Collins

**Occupation**  : Deacon

**Address** : 143 Pelican Avenue, Couva.

**Phone Number** : 464- 4281

**Name**  : Nishi Arjoon

**Occupation**  : Preschool Teacher

**Address** : #10 Datta Drive, Orange Field Road, Carapichima.

**Phone Number** : 374-1947/460-4656

# 18 Springvale,

Claxton Bay.

28th November , 2016.

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

I do hereby apply for the position of a Cashier,Clerical Assistant,or any position of your desire which complies to my qualifications.

As an enthusiastic young lady with hands on experience in the field which I am applying for. I would like to express my strong interest in the same capacity at your firm. My ability to promote empathy with all members of staff, children and parents with a positive behavior to be an asset to your firm.

I have developed skills that are necessary when working with others. By virtue of my education, enthusiasm and experience, I feel I am well qualified for this occupation. I am very excited at the prospect of joining your staff and looking forward to hear from you soon.

Yours truly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Akita Brown