Sweden Joseph

26 L’Anse Mitan Road

Point Cumana,

Carenage

Trinidad, West Indies.

Dear Sir/Madam,

I would like to formally introduce myself to you. My name is Sweden Joseph. I am twenty years old and I currently reside on the western side of the beautiful island of Trinidad. To be specific, I live in the small fishing village of Carenage where I have spent all my life developing into this ambitious, self-motivated and independent, warm hearted young woman I am today. After careful consideration I have chosen to once again seek employment with the intent of attaining better job experience while delivering excellent service.

I do possess proven project planning and managerial capabilities with strong teamwork and communication skills. I am confident that with my academic background, hard work and co-operative professional spirit, I will be able to successfully contribute to meeting the mission of your establishment. Needless to say I am excited at the possibility of joining your dynamic team and sincerely hope that I will have the opportunity to discuss my application with you further. I thank you in advance for your kind consideration.

Respectfully Yours,

Sweden Joseph

Ms. Sweden Joseph

#26 L’Anse Mitan Road,

Point Cumana,

Carenage

Tel: 1 (868) 352-7224/694-2416

E-mail: sweden.w.joseph@gmail.com

Objective: To build a career while gaining necessary experience within a working environment hence satisfying employer and achieving personal goals set.

Experience:

July – August 2013

Laughlin and De Gannes Limited

#37 Dundonald St, Port of Spain

Position held: Receptionist

Duties:

* Operating Switchboard Technology
* Making local, regional and international calls on companies behalf
* Transferring calls to relevant departments
* Assisting customers with enquiries
* Receiving and distributing packages and letters
* Greeting and seating guest
* Notifying relevant personnel of guest arrival for meetings
* Managing pedestrian traffic to offices
* Taking messages for company administration

September – December 2015

St. Joseph’s College, St. Joseph

#1 Richmond Street, St. Joseph

Position held: Part-Time Art Teacher

Duties:

* Preparation and execution of effective teaching and learning material.
* Providing clear structures for lessons maintaining pace, motivation and challenge.
* Preparing and distribution quizzes and tests.
* Calculating test scores and grades.
* Submitting weekly reports on work progress to heads of departments.
* Effectively disciplining pupils with bad behaviour and rewarding good behaviour.

January – April 2016

Subira Construction & Maintenance Company Limited

#26 L’Anse Mitan Road, Carenage

Position held: Administrative Assistant

Duties:

* Scheduling meetings with contractors and clients
* Notifying relevant personnel of guest arrival for meetings
* Generating company invoices and distributing them to clients via email and in person
* Registering employee data
* Filing company data
* Calculating N.I.S and completing N.I.S contribution forms
* Assisting accountant in duties like paying taxes: - p.a.y.e for company, N.I.S, business levy, green fund levy and so on.
* Using company vehicle to collect and drop off invoices and documents to associates.

April 2016

**Swissport Trinidad and Tobago Limited**

Piarco International Airport, Piarco

**Position: Passenger Service Agent**

**Duties:**

* Passenger check in.
* Ticketing function.
* Flight clearance function.
* Operating Amadeus system.
* Arrival function – Processing passengers through immigration and customs.
* Responding to telephone inquiries.
* Handling passengers requiring special services.
* Providing information on flight arrivals and departures to inquiring customers and airport state officials.

Qualifications:

Providence Girls’ Catholic School (2008-2013)

* English A -1
* Social Studies -2
* English B -2
* Clothing and Textiles -2
* Visual Art -2
* Principles of Business -3

St. Anthony’s Collage (2013-2014)

* Management of Business Unit 1 -5
* Visual Art Unit 1 -2
* Communication Studies Unit 1 -5

The Art Academy (2014-2015)

* Certificate in Figure Drawing
* Certificate in Creative Thinking

JARIC Environment Safety & Health Services Limited (2015)

* Defensive Driving Course

**SITAL College (2016-2017)**

* ABE level four diploma in Business Management

Strengths:

* Proficiency in Microsoft Office Suite, Word, Excel, Power Point and Internet Research Skills.
* Excellent communication skills.
* The ability to perform a supportive role toward colleagues and members of the public.
* The ability to maintain the highest level of confidentiality in the work environment.
* The ability to draw, paint and design portraits, figures and landscapes.
* The ability to work independently and professionally.
* Knowledge of basic administer duties

Personal Information:

Date of Birth: 13th December, 1995

Sex: Female

Marital Status: Single

References:

Mr. Kevaughn John

Sales Representative

Industrial Marine Services

Tel: 1 (868) 380-7893 / 1 (868) 625-2104

Mr. Aaron Panchu

Teacher

St. Anthony’s College

Tel: 1 (868) 637-6744