Judy Adams

LP 60 Blue Basin Road

Diego Martin

January 10, 2017

Dear Sir / Madam

I would like to be seriously considered for a position in your organization that would suit my qualification. I believe that this company provides strategic, technical and administrative along with a number of social initiative, in which I can pursue the goal of becoming a reputable employee in your organization.

I like the drive for the transformation of lives and by extension of the nation. I intend as a potential employee to be supportive, and maintain and create meaningful relationships with co-workers. I am very keen to be part of your working environment as it seems to be a place where my ongoing personal and professional growth will be encouraged, thereby, facilitating the development of my fullest potential.

I am a very hardworking and dedicated individual, vivacious, compassionate, and articulate. I believe that I am tactful and diplomatic. I am always concerned with global issues and passionate about finding creative solutions to help people in long-term ways. I am at my happiest when I have a plan and can work cooperatively with others to realize the goals set. I am naturally orderly and like to have matters settled, even if someone else is making the decisions.

I am confident that the combination of my education, expertise, enthusiasm and passion for helping others excel, will enable me to make a valuable contribution to the department. I know if given the opportunity, I will work diligently using my creativity and innovation to educate, nurture and produce outstanding individual and group. Thank you for your time and consideration and can be contacted at (328-2371/695-2629).

Respectfully Yours

Judy Adams

**judy adams**

LP 60 Blue Basin Road

Diego Martin

Telephone Contacts: Cell (328-2371); Home (695-2629)

Email Address: amcmillan24@hotmail.com

**objective**

To be an asset to an organization in which there is opportunity for career advancement and professional growth and one that will allow me to practice skills and knowledge learnt.

**education**

College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

**Associate Degree in Applied Science in Social Work**

South East Government Secondary

September 2008 and September 2009

Caribbean Examinations Council CXC General O’Levels

|  |  |  |
| --- | --- | --- |
| English Language |  |  |
| Social Studies |  |  |
| Mathematics |  |  |
| Principles of Accounts  Principle of Business |  |  |

**SKILLS**

* Strong Oral and Communication Skills
* Ability to work in a team based performance driven environment
* Ability to meet deadlines
* Ability to motivate
* Effective communication techniques: empathetic and supportive
* Flexible work schedules
* Self-motivated and independent
* Computer Literacy

**work experiences**

**Ministry of Works and Transport (URP)**

**Position**: ***Clerical Officer***

**(2010 – December 1 2015)**

* Preparing rosters
* Administrative duties

**Wee-Kare Montessori School**

**Position**: ***Teacher***

**(2007 – 2010)**

* Organized and planned activities using a variety of material and equipment to improve the social, emotional, physical, creative, spiritual and intellectual development of the children
* Assisted with graduation planning
* Assisted in general duties as required

**Gilda’s Club (United States of America, New York)**

**Position:** **Receptionist**

**(2005 – 2006)**

* Scheduled appointments
* Performed data entry duties for Accounts Payable Department

**Travelodge West (Canada, Edmonton AB)**

**Position:** **Assistant Manager, Housekeeping**

**(1993 – 2005)**

* Performed accounts payable/payroll duties
* Managed guests appointments and activities
* Responded to guests inquires

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| --- |
| **INTERESTS**  Reading, Singing, Basketball and Aerobics |

**REFERENCES**

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| Natalie Franco  Admission Counsellor  COSTAATT  624-5849 ext. 5900, 372 6167 or 784 4106 | Catherine Sandy  Past Teacher  South East Government Secondary  304-2223 |