**SHINELLE FLOYD**

#433 Erin Cap-de-Ville Road, Buenos Ayres via POINT FORTIN (868)-337-4301 **⋅**shinellefloyd92@gmail.com

14th January 2017

39A Wrightson Road,

Port-of-Spain,

Trinidad and Tobago.

Dear Hiring Manager,

I am applying for the position of **Grocery Attendant-Cashier**. To this cover letter I have attached my resume, which will accentuate my experience and knowledge to perform this job efficiently.

I am a self-motivated person who thrives on hard work and I have a passion for excellence and a willingness to go beyond what is expected. I am also a quick learner who has excellent communication, technical and organizational skills. Most prominently, I work well under pressure and I am adept in time management and team skills. Additionally, if chosen for this role, I commit to doing the job the best of my abilities.

In addition, if selected to conduct an interview I will appreciate if I will be allowed to work at one of the branches in San Fernando due to the fact that I’m a student at COSTAATT (San Fernando campus). My class days are on Monday’s beginning at 5pm. If proof is needed I’m willing to provide a timetable for you. Thank you for your time and consideration and I look forward to being interviewed at your earliest convenience. I can be contacted at 337-4301.

Respectfully,

SHINELLE FLOYD.

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**WORK EXPERIENCE**

**Siparia West Secondary School --** *Clerical Assistant July 2012 - August 2012*

* Created databases with the use of Microsoft Excel for incoming students
* Distribution of rental textbooks and exam results
* Printed and scanned documents
* Managed the office’s filing system

**EDUCATION**

**College of Science, Technology and Applied Arts of Trinidad and Tobago (South Campus)** AAS. Operating Systems Management *(currently pursuing, one course to complete)*

**National Energy Skills Center (Debe Campus)**

Microsoft Office Specialist Certificate *2013*

**Holy Faith Convent, Penal**

(CAPE) Certificate of Advanced Proficiency Examinations (6 units) *2011*

(CSEC) Caribbean Secondary Education Certificate (5 subjects) *2009*

**SKILLS**

* Good Organizational and Administrative skills
* Excellent in Internet Research
* Microsoft Word, Excel, Access, PowerPoint, Outlook, Sharepoint
* Programming using Netbeans
* Web Design using HTML, XHTML, CSS, JavaScript, MySQL, PHP, phpMyAdmin

**INTERESTS**

* Point Fortin Civic Center Football Club 2005-2011
* Holy Faith Convent, Penal Young Leaders , Project
* Holy Faith Convent, Penal Football Club

**REFEREES**

Mr. Kenneth Gabriel

Retired Dean

Point Fortin East Secondary School

1(868) 648-6964

Ms. Lequacia DeSuze

Clerical Assistant

Ministry of Works and Transport

1(868) 469-3163