**KEDIZHA GORDON**

**Unit 1 Apt 8, Hillcrest Gardens, Retrench, San-Fernando**

**CELL:** 1-868-398-5623

**HOME**: 1-868-680-4719

**EMAIL**: [**dizhagordon11@gmail.com**](mailto:kedizhagordon@hotmail.com)

**Date of Birth: 31st-7-1996**

Unit 1 Apt 8

Hillcrest Gardens

Retrench

San-Fernando

To Whom It May Concern,

I am applying for any vacancy advertisement for the position within your organization that commensurate with my qualifications. Please find attached my detailed Curriculum Vitae along with copies of my certificate for your perusal.

I am a highly motivated person and a self-starter. I would consider myself to be detailed oriented with the ability to perform at my best in either a group or solo setting. I believe that my educational background and the knowledge and experience that I have gained thus far, has equipped me with the necessary skills and competences required for fulfilling assigned duties in your organization.

I would greatly appreciate the opportunity to become part of your company in any department you believe I may undertake. I assure you that once accepted everything would be done to further myself in becoming a more proficient employee in order to better serve and maintain the high standards of professionalism that is synonymous with your Organization.

In light of the foregoing, I welcome any opportunity to speak directly with you and I will be available for an interview upon your request.

I can be contacted on my mobile,1-868-398-5623.

Thanking you in anticipation.

Yours Respectfully,

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**Hospitality**

* Great with taking on compliments, criticism and also being able to move forward from irrelevant issues.

**Administration**

* Focus, industrious, self-motivated, excel in multitasking, willing to go the extra mile. Strives in fast paced environment

**Teamwork**

* Very competent in both an independent or group setting

**Technology**

* Computer literate with knowledge in Microsoft Word, Excel.
* Peachtree Accounting

**Education**

**2012- 2013**

* St. Kevin’s Community College

**2007-2012**

* Marabella South Secondary School

**CXC General Level Certificate –** 7 subjects

* **English A** - Grade 1
* **English B** - Grade 2
* **Theatre Arts** - Grade 1
* **Mathematics** - Grade 2
* **Home Management**- Grade1
* **Home-Economics** - Grade 3
* **General Science** - Grade 2
* **EXPERIENCES**
* **Bang Bang’s Clothing Store ,San- Fernando**
* Assistant Manager
* Answering calls
* Directing Calls
* Giving ideas on new clothing designs
* Modeling
* Sales clerk
* **South’s Best Training Gym, San-Fernando.**
* Receptionist
* Front desk Clerk
* **Angostura, Port-of-Spain**
* Promoter
* Restocking shelves
* Promoting new alcoholic beverages
* **Blue Label Men's Clothing Store, Gulf View**
* Peachtree accounting
* Basic accounting
* Reviewing emails
* Typing documents
* **JTA SUPERMAKET, San-Fernando**
* Cashier