Juditha Thomas-Lashley

# 93 Honey Creeper Drive

Bon Air Gardens

Arouca

749-6072

March 24, 2017

The Manager,

Human Resources

VEMCO

Diego Martin Industrial Estate

Dear Sir/Madam

I wish to apply for the position of **Customs Documentation Clerk** at your company. My experience aligns well for this position. I will make a valuable addition to your organization.

I have excellent organizational, time management and customer service skills well suited for this position.

I shall be willing to an interview should you find this necessary.

Sincerely

……………………………

Juditha Thomas-Lashley

Enclosed: Resume

JUDITHA THOMAS-LASHLEY

#93 HONEY CREEPER DRIVE BON AIR GARDENS AROUCA

[Judithathomas80@hotmail.com](mailto:Judithathomas80@hotmail.com)

Contact: 749-6072

**Profile Statement:**

I am a mature, ambitious individual able to work well with a group or on my own initiative and willing to take on challenging responsibilities and assignments. I have the ability to pick up new ideas and concepts quickly, am organized and can work under pressure in a busy environment.

**EDUCATION:**

The Youth Training and Data Operations (2015-2016)

Employment Partnership Program

(YTEPP)

U.W.I Open campus Certificate Social Work (2011-2012)

St. Joseph's College English Language Gen. 2 (1998-1999)

English-Literature Gen. 3 (1998-1999)

Social-Studies Gen. 3 (1998-1999)

History Gen. 3 (1998-1999)

St Augustine Senior Reached Year 2 (1996-1998)

Comprehensive

Mt. Hope Junior secondary (1993-1996)

**Training and Skill**

Maloney Vocational Centre Data Operations CVQ Level 1 (2015-2016)

MS Office Suite

Typing

**Work Experience:**

Bermudez Marketing Limited Relief Merchandiser (2016-2017)

Ministry of the People and Field officer (2013-2015)

Social Development

Trinidad & Tobago Postal Delivery Officer (2007-2011)

Corporation TTPOST

Fresh express Production Assistant (2005-2007)

Bermudez Biscuit Company Packaging Biscuit (2002-2003)