*SHANICE LEWIS*

*#6 Tonca Bean Drive, La Seiva Village, Maracas St. Joseph*

*Phone: 363 – 5079 Email: shanicel\_20@yahoo.com*

4th April 2017

Dear Sir/Madam,

This letter is hereby forward to you in attempt to express my interest in becoming a Customer Service Agent at your organization. This position will offer me the opportunity to utilize and develop my skills further, to the benefit of all parties concerned.

I am highly committed, self-motivated and hard working. With excellent organizational and communication skills, an outstanding work ethic, and the ability to work well in both team-oriented and self-directed environments, I am convinced that I would positively contribute to your ongoing effectiveness.

Thanking you in advance for your kind regard.

Yours respectfully,

**SHANICE LEWIS**

**PERSONAL INFORMATION**

NAME: Shanice Lewis

DATE OF BIRTH: 29TH April 1993

ADDRESS: #6 Tonca Bean Drive,

La Seiva Village,

Maracas St. Joseph

TELEPHONE: 363 - 5079

EMAIL: shanicel\_20@yahoo.com

MARITAL STATUS: Single

NATIONALITY: Trinidadian

**EDUCATION**

Tunapuna Secondary 2005 - 2010

St. Joseph Girls’ R.C 2003 - 2005

Curepe Fatima R.C 1998 – 2003

**MAY - JUNE 2010 CXC GENERAL PROFICIENCY**

English Mathematics

Office Administration Principles of Accounts

Principles of Business Electronic Documentation Preparation & Management

**EMPLOYMENT RECORD**

Data Entry Clerk (2014 – 2016) – Ministry of Agriculture, Land & Fisheries

* Prepare source data for computer entry by compiling and sorting information
* Enter correspondences in the correspondence database & transaction studio
* Maintain data entry requirements by following data program techniques and procedures
* Answer the telephone & direct calls

Cashier (2011 – 2014) – Naipaul’s Xtra Foods Supermarket

* Process cash, cheque, debit and credit card transactions
* Balance cash drawer
* Perform the duties of customer service representative when require