Shonelle Dionne Tsoi-A-Sue

#6 Lyndon Street, Curepe.

333-8387

To Whom It May Concern,

I am a hardworking, diligent and respectful professional seeking an opportunity to succeed in a diverse company like yours. I believe that my knowledge and abilities together with my willingness to learn and further improve myself will add to your company. I am fast learner and I work very well with other persons.

Please allow me to highlight my key skills:

•I can efficiently manage my time by the construction of day to day schedules of work activities.

• Excellent Communication Skills

• Ability to make logical and accurate decisions based on information provided.

• Strong Computer Skills with Proficiency in Microsoft Office.

I am confident that I will be successful in any position that requires hard work, reliability, problem solving and enthusiastic learning. I do hope that I hear from you in the near future.

Yours Respectfully,

Shonelle Dionne Tsoi-A-Sue

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**•BACKGROUND**

AGE: 16

DATE OF BIRTH: 04/11/1999

ADDRESS: #6 Lyndon Street, Curepe

HOME: 2345389

CELL: 18683338387

EMAIL: [shonelletsoiasue12@gmail.com](mailto:shonelletsoiasue12@gmail.com)

**• EDUCATION**

PRIMARY: St. Augustine South Government Primary School

SECONDARY: Bishop Anstey High School, East.

**•QUALIFICATIONS**

English – Distinction

English Literature- Distinction

Mathematics- Grade Two

Physics- Grade Two

Chemistry- Grade Three

Biology- Grade Three

Spanish – Grade Three

Information Technology- Grade Three

Currently attaining my CVQ in Office Administration

**• EXPERIENCE**

2 Years Part Time at Pretty Feet, Trincity Mall.

Part Time Data Entry Clerk at Constituency Office for Arouca Maloney

Part Time Note Taker at Lucent Research Limited

\*Training at the Office of St. Augustine Secondary School

**• ACHIEVEMENTS**

National Exam Council- Grade B in Information Technology

Certificate of Participation in Junior Achievements Program

Certificate of Participation in World of Work Program

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**•VOLUNTEER EXPERIENCE**

Private Spanish and Literature Tutoring

Tutoring in School’s Homework Club

The Jericho Project – (Annual Sporting Event for Orphans)

**•INTEREST AND HOBBIES**

Spoken Word Poetry – Competed in Bocas Lit Fest and Inter-school’s Competitions.

Singing / Parang – Participate in InterSchool Competitions.

Cosmetology

Nail Art

**•COMPUTER SKILLS**

Proficient in Microsoft Word

Proficient in Excel

Proficient in Access & Databases

Proficient in Pascal Language

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**REFERENCES**

NAME: Robin Briggs

OCCUPATION: Manager of Automotive Fleet Management

ADDRESS: #6 Lyndon Street, Curepe.

CONTACT: 340-2691

NAME: Sheleen Lynch

OCCUPATION: Office Assistant

ADDRESS: #52 Singh Street, Dinsley Village, Tacarigua.

CONTACT: 384-7433

NAME: Neil Hernandez

OCCUPATION: Mechanic at Tunapuna/ Piarco Regional Corporation

ADDRESS: Lyndon Street, Curepe.

CONTACT: 757-3517