**#23, Bushe Street, Piarco**



**(868)747-1309**

[owensedine@yahoo.com](mailto:owensedine@yahoo.com)

**Good Morning,**

**I would like to apply for any available Cashing position with your Company. As a highly competent Cashier, I would bring a service-focused and professional attitude to this role.**

**In my previous position, I maintained an efficient, friendly work environment while serving discerning clientele. I have a knack for problem solving, and work well independently and with little oversight. I am neat, organized and adept at conflict resolutions.**

**I am a self-starter and excel at managing tasks in fast paced environments. I am familiar with several types of proprietary software and learn new programs and procedures quickly.**

**Should you find interest in my Resume, please feel free to contact me at your convenience so we can discuss the position further in detail.**

**Sincerely,**

**Sedina Owen**

**SEDINA OWEN**

**#23, Bushe Street, Curepe**

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**Core Competencies:**

**Customer Service**

**Hospitality**

**Professional Experience:**

**Front Desk Agent – Regent Star Hotel, Piarco**

**(Presently)**

**Front Desk Clerk/Supervisor – Airport Suites Hotel, Piarco (2014-2017)**

* **Maintaining an efficient and professional service staff**
* **Preparing/Receiving invoices**
* **Sending/Receiving email correspondence**
* **Inventory**
* **Making Reservations**
* **Preparing Purchase Orders**
* **Stock taking**

**Cashier – Standards Distributors Limited, Arima (2008-2013)**

* **Answering/making queries for customers**
* **Balancing cash for day sales**
* **Depositing of cash**
* **Dispersing of long lines in a timely professional manner**

**EDUCATION:**

**St. Augustine Senior Secondary School**

**Mt. Hope Junior Secondary School**

**SUBJECTS:**

**English**

**Mathematics**

**Principle of Accounts**

**Social Studies**

**Typing**

**ADDITIONAL SKILLS:**

**Computer Literacy – A+ Computer Limited**

**Geriatric Nursing – SERVOL**

**Health and safety Training – Jaric**

**REFERENCES:**

**Candice Mohammed – Guest Relations Manager**

**Airport Suites Hotel, Piarco**

**(868)669-0362 (868)280-8838**

**Barry Sherwood – Prisons Officer 1**

**Golden Grove, Piarco**

**(868)290-2065**