|  |  |
| --- | --- |
| jayde cadiz |  |
| #7 school street, talparo |
| 1868 379-5848 or 1868 327-4623 ▪ cadizjayde@yahoo.com |  |

COVER LETTER

Massy Stores ,

Human resource manager

Good day, I would like to apply for the position of cashier, or suitable position which is available. However, I would like to work full time during the summer then transition into a permanent part- time position during the academic year. Currently I am transitioning into 3nd year at university of the west indies and I know I can work for your company as my time is very flexible and this would help me initiate financial stability also holistic development for future endeavors.

I have many skills which enable me to contribute efficiently to the job role and I am willing to learn so I can project maximum production daily. My great communicational skills (both written and verbal) allow me to interact with members of an organization from all levels. I have developed my public speaking and presentation skills through the numerous internships I have done. I am helpful, cooperative and strive to complete any challenge given to me to the highest standard.

Attached below is my resume where you can further see my development and past experience related to what I have stated above.

Sincerely,

Jayde Cadiz (379-5848)

**RESUME**

Objectives

To obtain a full-time position during summer then transition into permanent part -time employee at the start of the academic year.

Experience

Camp facilitator ▪ July 2012 – August 2012 ALSO July 2015 – August 2015

Fondes Amandes community reforestation project ▪ Fondes Amandes Hills, St. Ann's, Port of Spain, Trinidad, W.I.

-Teaching a class of ages 8-11 mainly geared towards the importance of the environment and the geography of Trinidad and Tobago, which correlates to the themes that is chosen every year

-these sessions were geared towards a presentation to be made at the end of the camp which showcased what they learned to their parents and sponsors so it was ensured that all program schedules are completed satisfactorily in a timely manner.

-taking photos and videos of my class activities which was transcribed to a montage for record

-a guide for hikes on the compound

-Assist the Camp Director in overseeing the daily activities, general camp operations, and programs to ensure a quality camp

Customer service representative▪ June 2014-august 2014

Wonderful world ▪ Trincity mall

-I was assigned the responsibility of a section within the store (makeup)

-Keep the shelves stocked and in sequential order

-Participate in counting store’s physical inventory also organize merchandise, pricing, signage and coding

-Help customers with their selection of merchandise to deliver sales for the incentive of commission

-Maintain cleanliness of store

Internship (eco youths) ▪ July 2015 – October 2015

Fondes Amandes community reforestation project ▪ Fondes Amandes Hills, St. Ann's, Port of Spain, Trinidad, W.I.

-environmental research projects eg solar powered technology and rain water harvesting

-Writing and uploading daily activity and findings of that day on the FACRP website blog post

-Writing weekly scheduled timetable for employers to accomplish given tasks

Attending workshops and events promoting and educating the public on FACRP vision, aim and purpose

-arranging the end of year report of past events for recording and data

Skills

* Typing, computer literate, communication, analytical/research, flexibility,

Education

* Arima central secondary

2008 - 2013 ▪ 8 csec passes

|  |  |
| --- | --- |
| SUBJECT | GRADE |
| mathematics | 2 |
| English A | 1 |
| English B | 2 |
| geography | 2 |
| Technical drawing (mechanical) | 2 |
| physics | 2 |
| chemistry | 3 |
| Spanish | 3 |

* El dorado east secondary

2013 - 2015 ▪ 8 cape passes comprising of both units

|  |  |  |
| --- | --- | --- |
| SUBJECT | UNIT 1 | UNIT 2 |
| literature | 4 | 4 |
| physics | 4 | 5 |
| sociology | 4 | 4 |
| Caribbean studies | 5 |  |
| Communication studies | 4 |  |

* University of the West Indies, St Augustine

2015 - present

▪B.Sc. political science with

minors in psychology and social development policy and planning

Accomplishments

2010 - 1st place in ballroom and Latin dance competition at Caribbean dance championships

Antigua

2010 - most improved team (Arima central secondary) at BPTT school’s scrabble championship

2011 - 1st place line dance competition Barbados

2013 – certificate of merit for CESEC results

2013 - 2nd place in east zone for first citizen’s bank annual national schools scrabble tournament

which led me to become the president of the scrabble club at the El dorado East Secondary

References

Mrs. Alana Honock

* Principle of Talparo R.C school

Contact; 743-6339

Mr. Jean-Claude Petit

* Former manager of environment Tobago
* Owner of chocolate delights

Contact; 738-6922