**Evanna Simon**

LP 2G Dandy Lane Ext, Siparia

Trinidad.

868324-0417, 868678-4939

[evanna\_simon@yahoo.com](mailto:evanna_simon@yahoo.com)

June 2, 2017

Human Resources Manager

Massy Stores

39A Wrightson Road, Port of Spain

Trinidad W.I.

**To whom it may concern,**

I am an eager final year undergraduate student at The University of the West Indies (UWI) St. Augustine Campus seeking an opportunity to work with Massy Stores as a cashier at the Gulf View Branch. I am majoring in Political Science with a double minor in International Relations and Social Development Policy and Planning and I hope to gain knowledge and experience in the world of work.

I possess good communication skills and excellent work ethic which would add to boosting the morale of the store. While at UWI I developed proven skills in planning, teamwork, organizational skills, critical thinking and management all of which I am eager to put into practice at the store. Enclosed is my resume. You can contact me at any time.

I am excited about this opportunity with Massy Stores and look forward to demonstrating how I can contribute my skills and talents to making the store run as smoothly as possible. Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

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­­­­­­­­Evanna Simon

**Evanna Simon**

LP 2G Dandy Lane Ext, Siparia, Trinidad Cell: 8683240417, 8686784939, evanna\_simon@yahoo.com

**Objective:** Eager final year undergraduate student seeking an opportunity to work at Massy Stores Gulf View Branch. I possess good communication skills and excellent work ethic which would add to boosting the morale of the store.

**Education:** Current- Year 3: Bachelor of Science, Major: Political Science, Minors: International Relations, Social Development Policy, and Planning--Current degree GPA-3.38

2014- Cape: Debe Secondary School-8 subjects

2012- CXC: Fyzabad Anglican Secondary School- 7 subjects

2007- SEA: St. Dominic’s Penal R.C School

**Skills and experience:** Excellent communication and computer skills, articulate and well-spoken, professional phone etiquette

* Answered and managed incoming and outgoing calls while recording detailed messages, helped distribute employee notices and organized paperwork including day to day business transactions at Godwin’s General Building Contractor.
* Received a certificate for performing in a Bridging performance and behavioral gaps service excellence workshop at my vacation job at Linda’s Bakery.
* Typed up research papers as well as PowerPoint presentations for coursework at UWI.

Research skills, accurate and detailed, team building and time management skills

* Developed questionnaires and surveys and conducted interviews for research assignments at UWI.
* Worked along with colleges for group coursework at UWI.
* Met deadlines for assignments at UWI
* Typed up detailed estimates for buildings at Godwin’s General Building Contractor.
* As a cashier at Linda’s Bakery, I had to relate products that customers were wishing to purchase to the sales associate so teamwork and team-building were important.

Innovative, efficient and proactive

* Making assignments and presentations outstanding and unique at UWI.
* Making sure that they are always enough resources at Godwin’s General Building Contractor.
* Making sure every member has a copy of the assignment at UWI and also emailing myself a copy of my own assignments in case of technological problems.
* Making sure assignments are well organized are done to the best of my abilities at UWI.

**Work History: Cashier**

Linda’s Bakery the University of West Indies, St. Augustine Campus.

(June 2016- September 2016)

**Office Assistance**

Godwin General Building Contractor

#19 Marvin Crescent Pond Road Aripero

Godwin General Building Contractor

#19 Marvin Crescent Pond Road Aripero

Godwin General Building Contractor #19 Marvin Crescent, Pond Road Aripero.

Godwin General Building Contractor

#19 Marvin Crescent Pond Road Aripero

(June 2012– September 2015)

**Community Involvement:** Tutor for the primary school children residing in the area- Siparia

(2012-2104)

Community outreach with churches during the year- Penal/ Siparia/ Santa Flora (2012- present)

**Personal Development:** Strong background developed in presentation skills through course work, gained business sense and life lessons through everyday experience and my hobby of reading, more adaptable to change.

**References:** Godwin Purcell – Former employer – 1 868-375-9840, 1 868-289-3146

Rawle Jones –Bishop- 1 868- 317-1614