**LP#61 Main Road, Cumuto, Trinidad.**

**Tel: (868) 686-2010 calebrenn335@gmail.com**

**Career Overview**

Seeking a professional position at PROSPECTIVE COMPANY to dedicate myself to the field as a keystone member of the team while continuing my education to further improve my performance in the workplace.

**Core Strengths**

* Strong organizational skills
* Active listening skills
* Energetic working attitude
* Creative problem solving\ reading comprehension
* Customer service
* Typing
* Lifts up to 50 pounds
* Dependable and reliable
* Comfortable standing for long periods
* Strong math and language skills
* Delivers exceptional customer service
* Memorizing product codes
* Flexibility
* Produce Knowledge
* Courtesy
* Good personal hygiene
* Use proper sanitation practices
* Non- smoker
* Team oriented
* Being able to work with hands continuously
* Basic knife skills
* Excellent guest serving skills.

**Accomplishments**

* Food preparations
* Supported kitchen operations in absence of the chef
* Cleaned and organized eating, serving and kitchen areas.
* Cleaned garbage cans with water or steam.
* Placed cleaned dishes, utensils and cooking equipment in storage areas.
* Ensured freshness of food and ingredients by checking quality, keeping track of old and new items and rotating stock.
* Swept and scrubbed floors
* Stored food in designated food containers and storage areas to prevent spoilage.
* Washed and measured ingredients.
* Washed dishes, glassware and flatware and pots and pans by hand.
* Washed tables and seats with dampened clothes and replaced dirty table clothes.
* Provided guests with menus.
* Supervised the serving, packaging and distribution of meals in absence of supervisor.
* Assisted chef in quality assurance of meals prepared.

**Educational Background**

* Arima Boys R.C. Primary School 1996-2001
* Trinity college East 2001-2006
* St.augustine community college 2006-2008
* Poly technic sixth form government 2008-2010

institute

**CXC**

**Subject Grade**

English Language (11)

Principles of Business (1) Principles of Accounts (111)

Mathematics (111)

Social studies (11)

**CAPE**

Management of Business (V1)

Sciology (V1)

Caribbean studies (V1)

Caribbean Studies (V1)

Economics ( V)

**Work Experience**

**09/2014 to current kitchen Assistant**

**D’bess bakery and catering services ltd- main road cumuto.**

* Apportioned and served food to facility members and apart of the school feeding programme within the cumuto/ tamana/ talparo constituency.
* Assisted co- workers.
* Cleaned raw food ingredients for cooking or serving
* Cleaned work areas and tables
* Executed various kitchen stations and assisted with meat, fish sauté or pantry
* Portioned and wrapped food
* Stored clean equipment and utensils
* Used all food handling standards
* Weighed, measured and mixed ingredients according to recipes using various kitchen utensils and equipment
* Cleaned, cut meat, fish and poultry

**09/2013- 11/2014 Warehouse attendant**

**Francis fashions and shoe locker – Eastern commercial lands block 8.**

* Maintained accurate stock records and schedules
* Work at rapid paste to meet tight deadlines
* Operated hand truck and pallet jack safely without incidents
* Cleared damaged and loaded freight
* Stock rotation and memorizing of product code

**.**

**07/2010- 09/ 2013 Wrapper**

**Tru valu supermarket- Trincity, eastern commercial lands.**

* Handled products and equipment accordance to safety and sanitation guidelines
* Recommended and help customers select merchandise based on their needs
* Conducted price checks for cashiers and service clerks
* Ordered and shelved weekly sale items for customers
* Served shoppers in a prompt, courteous and friendly manner
* Trollied customers groceries to their vehicles

**07/2008- 08/2008 Sales clerk**

**Broadway street, Arima.**

* Recommended and help customers select merchandise based on their needs
* Exchanged returned merchandise for customers quickly and efficiently
* Confirmed appropriate changes were made to resolve customers’ problems

**Activities and Interests**

I have gained experience and training as the following: sales clerk, stock clerk, dispensing assistant, cashier and kitchen assistant.

I am a sketch artist where I spend my private time doing what I love, I find it easy to work in a team, I believe that a problem can be solved as a unit and I take pride in handling my share of responsibility as an ambitious person who appreciates the value of honesty and hard work.

**Reference:**

Dear Sir/Madam,

I firstly, appreciate the time you’ve spent in reading this cover letter were the consideration of evaluating my skills, talent and abilities are concerned in meeting the requirements for an Available position where I am interested in applying into your esteemed establishment. I am most certain that my background in office administration, stock clerk, quality customer care and sales clerk would be well suited for taking this company.

This opportunity is an excellent match for my qualifications. Your establish company will benefit from my Strong organizational skills, Active listening skills ,Energetic working attitude, Creative problem solving\ reading comprehension, computer literate and Customer service.

Highlights of my skill are revealed in my resume in my “core strengths” section in which I am confident that my skill will translate into this position. You will find me to be decisive, energetic and confident, the type of person on whom your team can rely on.

I would appreciate the opportunity to further discuss my experience and qualification with you. Please feel free to contact me. Thank you for your consideration.

Sincerely,

caleb Renn