#23 Colenso Trace

Navet Village,

Rio Claro

May 2017

**TO WHOM IT MAY CONCERN**

I am well-qualified and would be an excellent choice for any position at your company. I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels.

My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company. Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies.

I feel certain that my strong knowledge of computer coupled with my ability to solve any problem given to me will be of immediate value to your company. I very much hope that you will look favourably upon my application by recognizing my enthusiasm, talents in the field of business administration and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting. Thank you in advance for your time and consideration.

**CHRISTIANA GARCIA**

**garcializbeth491@gmail.com**

# 23 Colenso Trace **Telephone** #: 1-868-335-7728 Navet Village, Rio Claro Trinidad and Tobago West Indies

**OBJECTIVE**

Business employment

**PERSONAL PROFILE**

I am a highly motivated and committed individual, continuously developing a responsible approach to any task I undertake or any situations confronted with. My overall objective is to be employed in a company that would offer me continuous growth. I am extremely flexible and willing to growth and mature in diverse positions within the organization.

**EDUCATION**

* Mayaro Secondary School, Trinidad and Tobago

**Highlights:** Principles of business, Office Administration, Electronic Document Preparation and Management

* Class Enterprise Private Secondary School, Trinidad and Tobago

**Highlights:** Mathematics, English A, Principles of Accounts

* Class Enterprise Private Secondary School, Trinidad and Tobago

**Highlights:** Communication Studies, Caribbean Studies, Management of Business, Sociology

**EMPLOYMENT**

* Bright ideas Rio Claro Trinidad and Tobago

(December 2014-January 2015)

Duties: sales Clerk

* Royal Castle Limited Rio Claro Trinidad and Tobago

(May 2016 – August 2016)

Duties: Cashier

**Community Activities**

* Friends For Real Foundation

Assistant Sectary

* Navet youth group

Sectary

**REFERENCE**

**Karishma Blackwell**

**Employee at Sandy’s Retirement home**

**#1-868-320-4267**