**NAME CHARMAINE FERNANDES**

**ADDRESS: #306 HOMELAND GARDENS,**

**CUNUPIA. CONTACT:  768-4883 / 665-2866**

**charmainerosefernandes@hotmail.com**

**TO WHOM IT MAY CONCERN**

My name is Charmaine Fernandes and I am applying for a position in your establishment.

I am a graphic artist and also have experience in clerical, telephone etiquette, office assistance and customer service. I am very good with interacting professionally with people.

I am a very diligent and focused individual with a vibrant personality and a dedicated team-player.

Even though I possess many skills I am always willing to learn more and have acquired a teachable disposition.

I am confident that if given the opportunity, my services would prove to be an asset to your company.

Accompanying this letter is my Curriculum Vitae with the relevant qualifications and information needed.

I look forward to hearing from you at your earliest possible convenience. Thanking you in advance.

Respectfully,

Charmaine Fernandes.

**EMPLOYMENT EXPERIENCE**

2009-2015

**Rapid Print Ltd.**

***Graphic Artist/Customer Service***

Responsibilities for design, layout and typesetting of invitations, programmes, labels, flyers, newsletters, call cards, letterheads, etc. Making and receiving calls, doing quotations, receiving and sending emails, attending to customers.

2003-2009

**The Trinidad Building and Loan Association**

***Cashier/Clerk/Customer Service Representative***

2000-2002

**City Styles**

***Cashier/clerk***

Responsibilities for all incoming and outgoing cash, filing, customer service.

1998-2000

**Agricultural Development Bank**

***Graphic Artist/Contract***

Responsibilities for design, layout and typesetting of training material for Jobs in agriculture.

1995-1998

**University of the West Indies**

***(Department of Tropical Agriculture)***

***Layout/Design Artist***

Responsibilities for the design, layout and typesetting of the Agriculture Journal

***Distance Education Centre***

***Layout/Design Artist***

Responsibilities for the design, layout and typesetting of University Textbooks

***Department of Agricultural Extension***

***Layout/Design Artist***

Responsibilities for the design, layout and typesetting of the department’s newsletter

1988-1995

**The American Stores Ltd**

***Cashier/Clerk***

Responsibilities for all incoming and outgoing cash, payroll and filing, customer service.

**ACADEMIC QUALIFICATIONS**

1995-1996 Private Tutor - CXC O’Levels, Mathematics (2)

1983-1984 Arima Senior Comprehensive School - CXC O’Levels – Geography (2)  Chemistry (C)

1978-1983 Arima Government Secondary School - CXC O’Levels English (2)   Spanish (2)

**TRAINING**

**CTS College Chaguanas**

***Adobe Illustrator CS5, Adobe Photoshop CS5, Microsoft Office***

**COJWIN GRAFIX**

***Graphic Design Technician Course***

**Level 1**

Photoshop & Illustrator Fundamentals, Layout & Design, Logo Design and magazine layout

**Level 2**

Colour Theory, Digital Imaging, Typography, Layout, Concept, Logo Design, Label/Package Design

Other Achievements

**Small Business Development Company Ltd.** Certificate Course in Business Planning Workshop

**Eagles Voice Training Courses -** Certificate Training

**International School of Ministry -** Diploma in Biblical Studies

**Hobbies**

Interior decorating, cooking and baking, reading, listening to and collecting music, visiting nature sites (beach, hiking).

**References**

Mr. Ravi Ragoonauth (Managing Director – CTS College) 777-1294

Mr. Patterson Lewis (Senior Artist – Rapid Print) 62-rapid