**Larissa Candice Fortune**

Moonan Extension

Wallerfield, L.P. #2

(868) 772-5462

larissafortune97@gmail.com

Dear Hiring Manager,

I am interested in a full time position at your organization and I hope the following would demonstrate why I am a suitable candidate.

I possess extensive customer service skills which I have obtained through working as a Sales Representative. The latter fostered a spirit of dedication which ultimately contributed to my success in this field as I am very competitive and I am always pushing myself. Furthermore, I possess outstanding communication and problem solving skills which have allowed me to work efficiently alone and with others. In addition, I worked as an Administrative Assistant which highlighted the importance of organization for all entities to function in unison. Thus, I am confident in my abilities to contribute positively.

Personally, working in the service industry has transformed me into a proactive worker who is not afraid to dive into new experiences fearlessly. I see myself as a self-motivated person with a fresh outlook on every new day and opportunity before me.

Please see attached my resume and should my application be considered, I can be contacted at 772-5462 between the hours of 10:00 am to 5:00 pm in order to provide any additional information. Thank You.

Yours respectively,

Larissa C. Fortune

**Larissa Candice Fortune**

Moonan Extension L.P #2, Wallerfield, Arima

larissafortune97@gmail.com

868-772-5462

# **EXPERIENCE**

## **Piarco International Airport, South Terminal**

## *Administrative Assistant*

## JUNE 2016 - AUGUST 2016

## **Senses (West Mall Branch)**

## *Customer Service Representative*

## NOVEMBER 2016 - JANUARY 2017

## NOVEMBER 2015 - JANUARY 2016

## **More Vino**

## *Waitress*

## OCTOBER 2015 - NOVEMBER 2015

## **Atlantic LNG**

## *Administrative Assistant (Finance Department)*

JULY 2013 - AUGUST 2013

# **EDUCATION**

## **The University of the West Indies, St. Augustine Campus**

## *BSc in International Tourism Management (Special)*

SEPTEMBER 2016 - PRESENT

## **SITAL College of Tertiary Education Ltd**

## *Flight Attendant Certificate*

SEPTEMBER 2015 - JULY 2016

## **Holy Name Convent**

## *Caribbean Advanced Proficiency Examination (CAPE)*

SEPTEMBER 2013 - JULY 2015

● Communication Studies - Two

● Caribbean Studies - Two

● Spanish Unit 1 - Two

● Spanish Unit 2 - Two

● French Unit 1 - One

● French Unit 2 - One

## *Caribbean Secondary Education Certificate (CSEC)*

SEPTEMBER 2008 - JULY 2013

● English A - One

● English B - Two

● Mathematics - Two

● Biology - Two

● Economics - Two

● Spanish - Two

● French - One

● Art - Three

## **Newtown Girls’ RC School**

## *Secondary Entrance Assessment (SEA)*

SEPTEMBER 2006 - JULY 2008

## **Mt. D’or Government Primary School**

SEPTEMBER 2003 - JULY 2006

# **AWARDS**

* ***Youth Against Corruption Essay Competition (winner 16-19yrs category)*** hosted by the Trinidad and Tobago Transparency Institute

# **LANGUAGES**

## *French B1*

## *Spanish A2*