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*Attn: Human Resource Manager*

Dear Sir/Madam,

I wish to express my great interest in becoming a part of your organisation and hereby submit my resume for any suitable position.  
  
If you are seeking an employee who will keep abreast about her field, who understands the importance of commercial and corporate activities, who earns 100% customer satisfaction, who is a quick learner and works under pressure well, someone who is career committed, and strives to achieve total success, then please take my application into consideration. I would be happy to have an interview with you or any member of your department, at your or their convenience to see if we can establish a mutual interest.  
  
Attached is a copy of my resume highlighting my academic achievements, skills and my work experience.  
Thanking you for your attention and certainly looking forward to a favourable response.  
  
Kind Regards,

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­­­­­Judith Timothy

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|  | 🞂Judith Timothy  Date of Birth: 6/11/1995 Pole #64A Covigne Road, Diego Martin  Marital Status: Single Phone: Cell: 778-3857  E-mail: judith\_timothy@yahoo.com |

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|  | Objectives  Bachelor of Law student with excellent communication, time management and problem solving skills. Currently seeking vacation employment with a positive and strong minded attitude and passion for gaining new work experience. In addition, possessing the capabilities to work well under pressure as geared towards being highly self-motivated.  Skills   * Excellent interpersonal communication * Ability to work to deadlines, under pressure * Time Management * Problem Solver * Resourceful in the completion of projects * Effective at multi-tasking   Experience  Stage Manager : 2017  **Decibel Concert for Addicted to Progress Ltd.**  Production Assistant: 2016  Fantasy Mas Camp  Hostess/Cashier:2016  Kaiso Blues Café  Bar tender/ Waitress/Supervisor :2015  **Bar Garden Ltd**  Sales Clerk/Cashier: 2013  **Su Moda**  Education  **2015-Present**: - Bachelors of Law Degree at the Institute of Law and Academic Studies, with the University of London.  **2008-2015**:- Holy Name Convent Port -of -Spain  **2013-** Caribbean Examinations Council -O levels (CXC) -8 passes  Mathematics -1  English A-3  History-3  Principle of Business-1  Accounting -1  Biology -2  Social Studies -2  Physical Education -1  **2014-2015-**Caribbean Advanced Proficiency Examination(Cape)-8 passes  Communication Studies- 1  Caribbean Studies- 2  Management of Business (Unit 1) -2  Accounting (Unit 1) -3  Economics (Unit 1) -3  Management of Business (Unit 2 ) -1  Accounting (Unit 2) -2  Economics ( Unit 2) -3  References  **Name :** Patricia Ramdeen  **Position:** Production manager/coordinator  **Telephone Number:** 483-4985    **Name:** Marcus Braveboy  **Position:** Marketing and Promotions Event Coordinator  **Telephone Number:** 779-7165 |

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