**Racquel Smith**

#66 Saldenah Terrace,

Southern Main Road,

Curepe

Contact #: 376-3201

Massy Stores

Human Resources Department   
39A Wrightson Road,  
Port of Spain,

Trinidad

Wednesday 16th August, 2017

Dear Sir/Madam:

I am submitting this application with the aim of attaining any suitable position within your organization.

I am 23yrs of age and a pass student of UWI School of Business and Applied Studies (Roytec) where I graduated with an Associate Degree in Business Management. I am also the holder of seven (7) passes from the Caribbean Examination Council (C.X.C.) and a certificate in Microsoft (Level1) which I obtained through Deltasoft. In addition, I recently attained a Professional Certificate in Human Resources Management at the School of Business and Computer Sciences(SBCS) and in September of this year I will be starting my Diploma in Law at the Academy of Tertiary Studies.

I am an ex employee of Guardian Group where I was on contract for two years. While employed at Guardian Group as a Project Assistant, I was able to create insurance policies for corporate clients, sign up customers for their pension plans, settle policies, apply increases etc. At this position, I gained knowledge in the financial and technical aspects of insurance have been able to build on my interactive skills with the project team and also put my Microsoft knowledge into practice. An opportunity to work once again within your organization will assist in my further development, which will in turn, be an asset to your organization.

I trust that this application finds favor with you and have enclosed my resume for your perusal. I look forward to meeting with you to discuss the opportunity of future employment.

Yours Sincerely,

Racquel Smith

**RACQUEL SMITH**

#**66 Saldenah Terrace,**

**Southern Main Road,**

**Curepe**

**Contact #: 376-3201**

**OBJECTIVE:**

To use my current qualifications effectively in a positive, progressive and productive working

environment while allowing growth and self improvement, therefore leading to mutual

benefits.

**EDUCATION:**

**1998-2005 Sacred Heart Girls R.C School**

**2005 to 2010 Bishops Centenary College**

**CSEC – 2010 (General Proficiency)**

* English Language I
* Social Studies I
* Literature II
* Food&Nutrition II
* Mathematics III

**2010 to 2011 Elders’ Classes**

* Principles of Business II
* Spanish III

**2011 to 2014 UWI School Of Business & Applied Studies(ROYTEC)**

* Associate Degree in Business Management

**Jan to Mar 2014 Deltasoft**

Microsoft Office (Level 1)

* Microsoft Word
* Microsoft Powerpoint
* Microsoft Office
* Microsoft Excel
* Mail Merge

**Sep-Dec 2016 School of Business and Computer Science(SBCS)**

* Professional Certificate in Human Resources Management.(SBCS)

**EXPERIENCE:**

May 2015 – June 2017 **Project Assistant** (Temp.)– **Guardian Group**

* Entering applications
* Filing documents
* Settling policies
* Creating Insurance contracts to be approved by B.I.R
* Creating payment spreadsheets
* Liaising with Agents/Brokers for supporting documents
* Signing up clients for pension plans
* Applying increases to contracts
* Liaising with companies
* Depositing cheques
* Dispatching of contracts to agents/clients
* Logging mail

**SKILLS**

Skilled in the use of the following programs:

* AS400/Ingenium
* EDM
* OAS
* Workstation
* Adobe Acrobat