Abiola Cunningham

#8 Marshall Street,

La Brea

[Abiolacunn@gmail.com](mailto:Abiolacunn@gmail.com)

397-5658, 714-3256

August 25, 2017

Human Resources Manager   
39A Wrightson Road,

Port of Spain,  
Trinidad W.I.

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Dear Sir/Madam,

My name is Abiola Cunningham and I am applying for any position that best suits my qualifications.

I have recently completed my degree in Bachelor’s of Business Administration in Human Resource Management at the University of the Southern Caribbean (USC).

Greater details of my accomplishments and achievements can be found in my attached resume. I am looking forward to gaining this experience at your organization. Thank you for the time you have taken to consider my application, and I eagerly look forward to hearing from you.

Sincerely yours,

Abiola Cunningham.

**ABIOLA CUNNINGHAM**

**Contact Information**

Mailing Address: #8 Marshall Street, La Brea

Telephone #: 397-5658, 714-3256

Email address: [abiolacunn@gmail.com](mailto:abiolacunn@gmail.com)

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WORK EXPERIENCE:

Position: Intern

Internship Programme

Organization: South West Regional Health Authority, Human Resource Department

Work period: May – 2016

Duties: - Help maintain employee records

- Provide HR administrative support to the HR Team

Position: Recruitment and Planning Trainee

## Internship Programme

## Organization: Judiciary of Trinidad and Tobago, Court Human Resource Management Unit

## Work period: June-August – 2013

## Duties: - Updating employee records for contract workers

## - Screening incoming resumes or application

## - Preparing first day packages

## - Providing HR support to the team

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Position: Summons’ clerk

Internship Programme

Organization: Judiciary of Trinidad and Tobago, Point Fortin Magistrate Court

Work period: June- August – 2010

Duties: - Writing up Summons for traffic tickets

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EDUCATION:

2011- 2016 University of the Southern Caribbean

Undergraduate Degree: BBA in Human Resource Management

2009-2011 Fyzabad Secondary School

**A Level’s Cape**

Sociology

Accounting

Information Technology

Communication Studies

Caribbean Studies

2004 – 2009 Holy Name Convent, Point Fortin

**CSEC Grades**

Mathematics 3

English 3

P.O.B 2

P.O.A 3

Integrated Science 3

Information Technology 1

Social Studies 2

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ADDITIONAL SKILLS:

July-August: 2009 - National Energy Skills Centre and Ministry of Education

Computer Literacy

Microsoft Internet Studies

Microsoft Word

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REFERENCES:

Joyce Dick

396-9262/336-9533

Rawl George

469-3736