\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MALIKA RENEE’ ALEXANDER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 Sunstone Crescent, Union Hall, Cross-Crossing, San Fernando, Trinidad, West Indies

Cell: 1-868-460-0218

E-mail: malexander.renee@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PROFESSIONAL SUMMARY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dedicated and focused individual who’s seeking employment with your company, where my various skills and capabilities in providing customer care support services will be fully utilized to strengthen the operations of the facility. I excel at prioritizing and completing multiple tasks simultaneously also fully committed to delivering high quality results with little to no supervision. Energetic, organized and professional.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **AREAS OF EXPERTISE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Time management
* Professional and mature
* Self-directed
* Strong problem solver
* Resourceful
* Exceptional interpersonal skills

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WORK EXPERIENCE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sales Clerk / Floor Manager** 2016

**Bright Ideas Home Décor and Lighting** - Marabella, Trinidad

* Work with individual cashiers to improve performance.
* Answer customer inquiries and resolve issues promptly.
* Train new staff on customer service expectations.
* Assure time management on a daily basis is carried out within staff.

**House Keeping** 2013 to 2015/ 2010-2012

**Kennscott Limited (PETROTRIN)/ Make-Klean Services** - San Fernando, Trinidad

* Delivered exceptional, friendly and fast service.
* Skillfully anticipated and addressed guests' service needs.
* Assisted guest in an informative and helpful fashion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EDUCATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pearl’s Beauty Salon and School of Cosmetology.**

**Marabella Senior Secondary School (MSSS):** Mathematics, English Language.

**Marabella Junior Secondary School (MJSS):** Fourteen Plus, 1993

**\*References available upon request**\*

**Malika Renee’ Alexander**

3 Sunstone Crescent,

Union Hall,

San Fernando.

(868)-460-0218

The General Manager Human Resources

Human Resources Department

Dear Sir/Madame,

I am very interested on employment with your company and believe I have the capabilities to successfully meet your requirements. Please allow me to highlight my skills as they relate to the job opportunity.

* Proven ability to multi-task under pressure and plan and prioritize effectively to meet critical deadlines.
* Track record of developing and streamlining processes to improve efficiency.
* History of establishing and maintaining productive and positive working relationships with diverse groups of people.

May I come to your office to discuss my skills, your specific needs for someone in this position and to find out more about your company and your mission? Public relations’ is an industry of great interest to me so I'm eager to join your firm and hope to communicate that with you and your team.

I am self-sufficient and able to work independently as well as part of a team. I believe my enthusiasm, my skills and my strong work ethic can make a positive contribution to your company. I am outstandingly recognized for my high standards, priorities and remarkable advancements. I push for cleanliness and a safe working environment. Although my ability to learn and communicate with others is quite impeccable, I am always ready to achieve more experience where my hard work and diligence are put to work.  
  
**P.S.**: I thank you for reading my cover letter as well as my resume. I truly believe that I am a perfect fit for this job, I reliable and I can be a great asset to your team. It will be an honor to share my abilities in addition to gaining all the experience I can. Thank you for your time and consideration, I look forward to speaking with you soon.

Sincerely,

**Malika Renee’ Alexander.**