August 21th, 2017

**TO WHOM IT MAY CONCERN**

I take this opportunity to apply as a viable employee within your establishment. My name is Shirnell Ettienne. I am highly motivated and a dedicated individual and if given the opportunity can virtually make positive and significant contributions to your company.

Attached is a CV that outlines my relevant experience and competencies. Should any questions be required, I can be contacted by the above mentioned number.

Respectfully,

Shirnell Ettienne (Ms.)

## **PROFILE:**

*To enhance my knowledge and practical skills as I endeavour to be a more efficient and effective Sales Representative. Diligent, ambitious and assertive are some of the words I choose to describe me. If afforded with the opportunity of becoming employed within your establishment, I will harness my skills to add value to the position with integrity.*

# **EDUCATION:**

University of Trinidad and Tobago San Fernando 2014- 2017

* Bachelors in Education

Vessigny Government School Vessigny 2011- 2013 **A ‘Levels**

**Year 1**

* Accounting
* Management of Business
* Communication
* Economics

**Year 2**

* Management of Business
* Caribbean History
* Economics

Holy Name Convent Point Fortin Point Fortin 2007 -2011

**O’ LEVELS**

* English
* Mathematics
* Information Technology
* Integrated Science
* Physical Education
* Principles of Accounts
* Principles of Business

## **EMPLOYMENT:**

**Customer Service Representative**  June2015– December 2016

Saddle’s Auto Electrical

Address: Salick Trace, Gonzales Village Guapo,

Point Fortin.

* Answer phone calls
* Cash customers service
* Dealt with customer service

# **ACHIEVEMENTS:**

2015 – 2016

* Obtained a certificate of Most Outstanding Worker

2015- 2016

* Represented The University of Trinidad & Tobago High Performance Track & Field Team at the Penn Relays in Philadelphia.

2014 - 2015:

* Represented Trinidad & Tobago at the CARIFTA Games in Martinique:
* 4X400M Relay Silver Medallist
* 400M Finalist
* Falcon International Games, 400M Champion
* President’s Classic Invitational, 400M Silver Medallist

2012 – 2013:

* National Junior Championships, 4X400M Relay Champion
* Awarded as the **“Most Outstanding Athlete”**

*High School Graduation*

2011 – 2012:

* National Junior Championships, 4X400M Relay Champion
* Represented Trinidad and Tobago in the CAC senior championships in Dominica Republic

# **SPECIAL SKILLS / COMPETENCIES:**

* Computer literate
* Self-motivated, always willing to learn.
* Willing to share skills and knowledge.
* Event Organizer.
* Possess good interpersonal and leadership skills;
* Good punctuality and attendance;
* Capable of working under pressure, both as a team and independently.

# **HOBBIES**

* Reading
* Outdoor Activities

## **REFERENCES:**

Mr. Lester Osouna

Track & Field Coach

Academy of Sport & Leisure Studies (ASLS)

High Performance Unit (Scholarship)

Cypress Gardens, Union Hall Campus

Email: Lester.osouna@utt.edu.tt

Tel: (868) 756-9163

Mr. Kelvin Sorillo

Principal of Vance River Primary School

Vance River Village, Guapo.

Tel: (868) 325-0169

***Certificates will be provided upon request.***