Curriculum Vitae

Garbrielle Reinesse Williams

#6 Chisholm Street, San Fernando

Date of Birth: October 18th,1997

Telephone: 1868-336-2358

Email: [gabbywilliams1@live.com](mailto:gabbywilliams1@live.com)

**CAREER OBJECTVE:**

To work in a growing organization where I can develop my skills and gain knowledge, so as to contribute towards the growth of the organization an my personal growth.

**KEY SKILLS AND COMPETENCIES:**

* Computer Literate
* Ability to work with a diverse group of employees and clients
* Ability to work independently with little supervision
* Well organized and flexible
* Attention to detail

**EDUCATION AND TRAINING**

St. Gabriel’s Girls’ R.C. Primary School

2002-2010

Gasparillo Secondary School

2010-2015

University of the West Indies(South Campus)

2015-(presently attending)

**QUALIFICATIONS OBTAINED (Caribbean Examination Council)**

English A - Grade 3

Mathematics - Grade 3

Principles of Business - Grade 2

Office Administration - Grade 2

Electronic Document Preparation and Management - Grade 2

GARBRIELLE REINESSE WILLIAMS

#6 Chisholm Street, San Fernando

**WORK EXPERIENCE**

Company: Jays Toy Store

Position: Sales Clerk

Company: DULANS’

Position: Sales Clerk

Company: Ruby Tuesday

Position: Hostess

Company: Courts

Position: Stock Clerk/ CSR

**REFERENCES**

Ms. Hyacinth Codrington

Chisholm Street, San Fernando

Administrative Executive

774-0461

Jacqueline Smith-Ottley

Supervisor at Carribbean Café

San Fernando Street

309-0564

Garbrielle Williams

#6 Chisholm Street, San Fernando

396-3649 (cell)

748-0786 (mobile)

gabbywilliams1@live.com

July 19th, 2017

Dear Sir/Madam,

I wish to apply for a vacant position at your firm. My enclosed CV provides you with an overview of my experience and training. I am presently completing my certificate in Business Management at UWI Open Campus part time.

I worked in the administration department in Courts San Fernando last summer in which I gained experience to compose the correspondence needed and handle filing and completing STN's.

In addition to my office experience I have strong communication, customer service and administrative skills.

Thank you for the opportunity to submit my credentials . I look forward to hearing from you.

Sincerely,

Garbrielle Williams

Enclosed Résumé