#12 Ext,Lowkie Trace,

Valley Hills Avenue

Penal

1-868-299-6681

**ATTENTION: HUMAN RESOURCE MANAGER**

Dear Sir / Madam,

I am writing to express my interest in obtaining employment with your establishment in any position which best suites my qualification.Details of my background are documented, on the enclosed resume.

With the combination of enthusiasm, commitment and high drive, I am a prepared to work hard to satisfy the high standards that are set by your establishment. I have excellent interpersonal skills which enables me to be a contributing team member.

At any time convenient to you I am available for an interview.

In advance, thank you for your time and for considering my interest in working with your organization. I am looking forward to your response.

Yours Respectfully,

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Sherry Garcia

**SHERRY GARCIA**

#12 EXT LOWKIE TRACE VALLEY HILLS AVENUE

PENAL

**PHONE 1-868-299-6681**

**OBJECTIVE**

To seize the opportunity to utilize creativity, leadership and teamwork to design and execute solutions that adds value to the organization.

**EDUCATION**

* **2013- University of Trinidad and Tobago**
* **2005-2007 La Romaine High**
* **2002-2005 Penal Secondary**
* **1995-2002 Penal Presbyterian**

**ACCREDITATIONS**

**C.X.C O’ LEVELS**

* **Office Administration 2**
* **Mathematics 3**
* **Principle of Accounts 3**
* **Principles of Business 3**

**TRAINING & DEVELOPMENT**

**Presently**

**University of Trinidad and Tobago:-Certificate in Early Childhood Care and Education**

* **Certificate**

**2013Youth Training Employment Program**

* **Certificate in Data Entry**

**Extracurricular Activities**

* **La Brea Carnival Committee**
* **Trinidad and Tobago Red Cross Society (Volunteer )**
* **President Of YTEPP Parvatie Girls Cycle 37**
* **Secretary Of The La Brea Carnival Improvement Committee**

**Work Experience**

* **May 2009-June 2010: Early Childhood Care Teacher-Brainy Babies**
* **2010- Clerical Assistance- joy’s Construction Services**
* **Nov 2008-Dec 2008- Sales Clerk- Miguel Moses & Sons**
* **2012- Clerical Assistance- Joy’s Construction Services**
* **2013- field sales agent- telecommunication services of Trinidad and Tobago**
* 2015-**Surveillance Operator**- Mapau South

**REFERENCES**

Mr. Curtis lewis

P.C at

**Penal police station**

**345-0763**

MS. Petra Marcelle

HSE Coordinator

Thoe Richards General Contractors Limited

398-2986/301-5064

Joy Huggins

Employer

Joy’s Construction Services

**1(868)-324-1198**