Brittany Castillo – Bethel

lp#399 S.M.R Lendore village Chaguanas | 8683843759 | [brittanycastillo@hotmail.com](mailto:brittanycastillo@hotmail.com)

Position applied for ; Cashier

I am writing in regards to the “ Cashier” position that is open with your company at this time. I am a highly capable professional with 3 years of administrative experience. My background in administration & Microsoft along with my ability to learn quickly and efficiently, will enable me to be a valuable part of your team.

My knowledge of computers, ability to retain information and to work under pressure within a timely manner enables me to excel at any task given. I can work as a team or independently with little to no supervision which will make me a perfect fit for your opening. I possess an uncanny ability to build relationships with internal and external customers via the telephone & face to face. These, coupled with my ability to examine a process to look for improvement as well as manage multiple projects simultaneously all are valuable assets that I feel can benefit your establishment. I can solve problems, quickly and precisely, which has resulted in exceptional customer care in my previous positions.

My business skills, attention to detail, and general attitude all have served me in my previous endeavors which have shaped me into an excellent administrator. The approach to my work goes beyond the job description as I am always looking for a way to improve results. In addition to my work, I have always been looked to for decision making. I have enclosed my resume to display my past achievements, as well as to demonstrate how I can be a valuable part of your team.

Sincerely,

BrittanyCastillo- Bethel.

**Career Objective**

Seeking a challenging career with a progressive company that provides me an opportunity to capitalize on my skills and abilities.

**Professional Skills**

1. **Highly organized and efficient.**
2. **Ability to work independently or as a team.**
3. **Microsoft proficient (certified)**
4. **Ability to learn quickly and retain information.**
5. **Typing 65 words per minute with Superior accuracy**
6. **Cashing ( cash cheques linx payments )**
7. **Punctual & honest**

**Education**

Upper Level Educational Institute

5 cxc subjects as follows;

* Mathematics – grade 3
* English – grade 1
* Social studies – grade 2
* Principles of business – grade 2
* Human & social biology - grade 2
* Completed computer course with certification
* Currently pursuing an associate degree in Business Administration at COSTATT (year 1 part time)

**Work Experience**

**Xray and ultrasound Centre**

**Position held ;** Receptionist

June 1st 2015 to August 2016

Duties included

* Answering multiple phone lines and accurately schedule appointments
* Accept patient payment.
* Data entry Update patient data base with most recent diagnosis (where applicable)
* Type and print patient report
* Greet patients & maintain patient confidentiality
* Track medical inventory
* Purchasing from distributors (supplies & medical attire for staff)
* **CSF (Customer Service First LTD)**

**Position held ;**  C.S.R (peak season employment)

November 1st 2016  to May 2017

Currently Employed at House Of Paper of Products.

Position held: Billing clerk

Duties include;

* Receiving payments from walk in customers, sales representative & contract driver's.
* Processing invoices using Peachtree software
* Disburse cheques to suppliers and customers
* File invoices cheques and log canceled invoices for accounts receivable department
* Verify and print invoices
* Receive call in orders & from xero program fax & email
* Filling

References available upon request.

Valid police certificate of character available.