TAMIKA NILES (Ms.)

#5 ABRAHAM STREET FIFTH EXTENSION

PRANZ GARDERNS CLAXTON BAY

Cell: (1868)482-6596

Email: [tamikaniles@hotmail.com](mailto:tamikaniles@hotmail.com)

The General Manger

Dear Sir/Madam

I am writing concerning a being a trainee in your organization. My clerical and library experience combined with my skills in computer literacy would enable me to perform your described duties in the most effective way.

During my work experience as a On the Job trainee, I have developed exceptional skills related to a Office Assistant position. For instance, I built a capability of receiving telephone calls and visitors, providing required information from office sources.

Moreover, I am adept to typing various correspondence and reports, organizing data and documentation and preparing support materials. My ability to establish, maintain and control files and logs will be definite assets for your standard operation procedures.

Enclosed in my resume for your review and consideration I am willing to attend a interview at your convenience and ready to provide you with any further documentation as needed. Thank you for your consideration.

Yours Respectfully

Tamika Niles

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D.O.B: (27/09/97)

**Objective:** Seeking a position as a Organization.

**EDUCATION:MARABELLA SOUTH SECONDARY SCHOOL**

**CXC O’LEVELS: Subject Grade**

Agricultural Science 2

Biology 3

Theater Arts 3

English 3

Mathematics 3

**PROFESSlONAL EXPEREINCE:** ST MARAGARET GOVERNMENT PRIMARY SCHOOL ON THE JOB TRAINEE-Library Assistant

* Help with community events
* Dealing with phone and email enquires
* Typing and Filling
* Clerical duties
* Checking materials in and out
* Organizing and cataloging new materials

**SKILLS:**

* Excellent written and verbal communication skills ability to take direction
* Record-keeping skills
* Strong research coordination skills
* Costomer oriented approach
* Multitasking skills
* Use of Initiative

**HOBBIES:**

* Football
* Music

**ACHIEVEMENTS:**

* Petrotrin’s Women Football Development Programme
* Trinidad and Tobago Police Service Youth Outreach Programme
* Most Disciplined Student

**REFERENCES 1:**

Sharon byer

Senior Teacher

Mobile: (868)327-5499

**REFERENCE 2:**

Alicia Fortune

Special Assistant Teacher

Mobile: (868)393-1875