**SYMONE WOODS**

LP#82 Warden Road, Southern Gardens, Point Ligoure, Point Fortin.

Telephone: 1(868) 372-7680

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

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Dear Sir/Madam,

Today online, I found your available vacancies via a local job opportunities ad. Enclosed is my resume which includes the Supervisory and Managerial experience I have gained over the years through various customer service related jobs. I am confident in my attached resume you will find once presented with this opportunity; I will perform at an exceptional and capable level, thus being a great fit for the position in your leading company and becoming an asset in the years ahead.

I am currently a student at COSTAATT, given the opportunity, with my education, knowledge and skills all stated in my resume, combined with your wealth of experience and my immediate availability, I can assure you together we could make further significant contributions towards this popular, well known and strategically marketed branding company. Choosing me to be part of your team will assist me in gaining further professional and personal goals as I am extensively trained in customer service, managerial skills, teamwork, and leadership which I have merged through my years of experience both on and off the job with hard work, consistency and honesty.

Furthermore, my drive to acquire company sales targets, create comfortable working environment for both staff and customers as well as controlled labour cost has enable me to further my skills on a much higher level and larger capacity as they produce a flow that is needed for every work place.

I am eager to contribute to your company and positive a personal interview that is most convenient to you would more accurately show my qualifications. Please do not hesitate to contact me through email or my cell phone for any reason. Thank you for your consideration.

Sincerely,

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Symone Woods,

**Enclosed.**

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DATE OF BIRTH: SEPTEMBER 5, 1979.

**CAREER OBJECTIVE**

To continue acquiring further skills and knowledge that will allow me to be an asset within this company and assist in realizing my career aspirations while being the effective employee exhibiting traits that will promote a positive attitude, both on and off the job as well as strive towards professionalism while respecting everyone that I come into contact with on a day to day basis, hereby creating a stable yet comfortable environment for both clients and co-workers alikewith integrity for the benefit of myself and my employer.

**QUALIFICATIONS**

College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

Bachelor Of Science Degree in Information Technology and Networking 2010 to currently

Computer Literacy and Introduction to Computers 2010

CxC O’ Levels- Mathematics and Office Administration 2017 - 2018

School of Business and Computer Science (S.B.C.S)

Fundamentals Of Computer Repairs 2017

Comptia A+, Networking + 2017 (currently enrolled)

Nedco & Solar Business Solutions Training Limited

Micro Business Management Participation Certificate 2007

**QUALIFICATIONS CONT’D**

CxC Ordinary Levels

Two Grade II’s and Two Grade III’s 2005

MIC, National Training Agency and HYPE.

Computer Literacy 2004

**EDUCATION**

College of Science & Applied Arts of Trinidad and Tobago ( **COSTAATT**) 2010 to presently

Point Fortin Secondary School 2004 to 2005

Point Fortin Secondary School 1994 to 1996

Point Fortin Junior Secondary School 1991 to 1996

Point Fortin Anglican School 1984 to 1991

**OTHER SKILLS**

Ministry of Science, Technology & Tertiary Education

Fire Watch Certificate

Electrical Certificate

Carpentry Certificate

Ministry of Community Development

Food Preparation Certificate

**WORK EXPERIENCE**

**Heavenly Touch Caterers**

Area Manager 2010 to present

Manager

**Papa John’s Pizza**

Assistant Manager 2015

**Pizza Boys Group of Companies**

Stores Supervisor / Manager 2011 to 2014

**Paragon Security Consultants**

Woman Estate Constable (Shift Supervisor) 2008 to 2011

**Cudjoe’s Professional Painters Limited**

Receptionists 2008 to 2004

**Direc One- Sprint International- Telephone Accent Reduction Center**

Senior Help Desk Supervisor 2002 to 2004

Customer Service Representative 2001 to 2002

**2 M Calling Centre**

Customer Service Representative 1998 to 2001

**REFERENCES**

**Donna Charles,**

Head Manager,

Pizza Boys Group of Companies.

1 (868) 391-2300

**Nathalie Cudjoe**

General Manager,

Heavenly Touch Caterers.

Penal.

1 (868) 466 1989

**Yvonne David**

Intake Officer,

Ministry of the People and Social Development

Point Fortin/ Siparia.

1 (868) 790-5915