Monday 22nd May 2017

**Director Human Resource**

Level 4, Head Office

Ministry of Works and Transport,

Corner Richmond & London Street,

Port of Spain.

Dear Sir/ Madam,

I am interested in the vacancy available in the capacity of **Office Support Assistance** and believe I have the experience and qualifications you are looking for on your dynamic team.

Please consider the following:

* Over five years’ experience in business administrative and clerical duties, with great knowledge and emphasis in customer relations, data entry, clerical assistance, receptionist duties and filing.
* Extraordinarily organize and team-oriented professional.
* These are only a few of my credentials that may be of interest to you, I really look forward to discussing them further with you in a personal interview. If you have any questions, please don’t hesitate to contact me any time at the above listed contact numbers.

**Yours respectfully,**

**…………………………**

**Deborah St Joh**

**RESUME**

**PERSONAL**

**Date of Birth:** 22nd July 1988

**Marital Status:** Single

**OBJECTIVE**

To bring to your organization enthusiasm, dedication, responsibility, and good work ethics, combined with a desire to utilize my skills obtained through experience in the following areas:

**WORK EXPERIENCE**

**The Ministry of People and Social Development** September 2014 - to January 2016

Clerical Assistant / Messenger

Data Entry / Filing

Customer Relations

**Dollar Giant** 2010 - 2014

Cashier / Sales Clerk

Customer Relations

**The Ministry of Education (O.J.T)**  2008 - 2009 (6 months)

Clerical Assistant

Data Entry / Filing

**Ministry of Housing and Development** 2007 (6 months)

Clerical Assistant

Data Entry / Filing

Receptionist

Screening Calls

**Glamour and Glitter** 2004 - 2006

Sales Clerk

Customer Relations

**Sparkling Gems Pre-School & Day Care**  August (Vacation) 2002

Day Care Provider

**EDUCATION**

* La Puerta Government Primary School 1993-2000
* Diego Martin Junior Secondary 2000-2003
* Bishop’s Centenary College 2003-2005
* Administrative Career Training Institute 2016

& Recruitment Agency

**QUALIFICATIONS**

**GRADES:**

* CXC O’ Levels

English A III

* Food and Nutrition III
* Computer Literacy

Certificates:

* Cashier Training
* Attitudinal and Personal Development Workshop
* Office Assistant / Computerized Typing A
* Administrative Assistant A

**INTEREST**

Reading, Netball

**REFERENCES**

**Ms. Ingrid Craig**

Nurse

Upper La Puerta Avenue

Diego Martin

Tel. No. 368-1774

**Nisa Charran**

Store Manager

Petite Valley,

Tel. No. 354-6971

**Ms. Dana Wilson**

Administrative Secretary

Housing Development Corporation

Of Trinidad and Tobago

Tel. No. 783-7890