#58 St Clair Road,

Five Rivers,

Phone 396-6842

**FRANCHESCA ELIE**

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25th, August, 2017

Dear Sir/Madam

**RE: APPLICATION**

I am hereby making a formal application with a view on becoming enlisted with your organization for any position available. My goal is to align myself to an organization that will afford me the opportunity for growth and development, where my skills can be used to add value to the organization.

I am hard working, disciplined and I am confident in every way, that if given the opportunity, my drive for personal growth and success will serve me well within your organization and any confidence reposed in me will not be displaced.

Please find enclosed my resume for your perusal and certificates will be shown on request. I am willing to attend an interview at your earliest convenience.

Thanking you in advance for your kind consideration.

Yours Respectfully,

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Franchesca Elie

**RESUME**

**Ms. FRANCHESCA ELIE**

**Mailing Address: #58 St Clair Road, Five Rivers.**

**(868)396-6842**

**franchesca\_elie@yahoo.com**

**MAJOR OBJECTIVES**

To use my skills and knowledge to add value to this organization while pursuing every opportunity for growth and development in my position.

**PERSONAL DETAILS**

DATE OF BIRTH 29th December, 1992

SEX Female

MARITAL STATUS Single

NATIONALITY Trinidadian

**EDUCATION**

* University of the West Indies (Open Campus) 2013-2015
  + Youth Training Employment Partnership Program 2011-2012

 University of the West Indies (Open Campus). 2010 - 2011

 Barataria South Secondary School 2005 - 2010

 Barataria Anglican Primary School 1997 - 2005

**SUMMARY OF QUALIFICATIONS**

**Certificate Level Course Content (Business Management) includes:**

Introduction to Business

Business Communication

Marketing

* Accounts
* Human Resource Management
* Economics
* Business and Contract Law

**CXC Level Examinations**

 Mathematics

 English

 Principles of Business

 Integrated Science

 Social- Studies

 Food and Nutrition

**NCSE LEVEL 1, 2007**

 Mathematics

 Physical Education

 Visual & Performing Arts

 Social Studies

 Spanish

 Science

 Language Arts

\* Food and Nutrition

\* Garment and Construction

**COMPUTER LITERACY**

 : Basic / Advanced Computer Limited – Certificate

**WORK EXPERIENCE**

**Food Masters/ Diskomart**

#128 Eastern Main Road

Tunapuna.

**Position:** Lane Replenisher, Cashier, Packer.

**KY- KAY Marketing**

Maraval Road,

Port-of-Spain.

**Position**: Marketing Representative/ Customer Service Representative.

**Arcos Dorados/ Mc Donald’s**

Cipriani Boulevard,

Port-of-Spain.

**Position:** Hostess, Supervisor, Cashier.

**Micles Clothing Store**

Grand Bazaar.

**Position**: Sales Clerk

**University of the West Indies.**

St Agustine Campus.

**Position**: Data Entry Clerk –Alumni Office

**Fernandez Electronic Security Specialist.**

Eastern main Road,

Tacarigua.

Position: Marketing Representative

**Ministry of Agriculture Land and Fisheries (Present)**

St. Clair Circle,

St. Clair.

**Position**: Check Dispatcher (2014)

: Salary Clerk I (2015)

: Stores Clerk (2017)

: Human Resources (2017) N.B please note that both these positions were filled at the Land Management division under the Ministry of Agriculture Land and Fisheries.

**INTERESTS & HOBBIES**

 Public Relations

\* Reading

 Event Planning

\* Swimming

**REFERENCES**

Shannice Julien

Acting Clerk II.

Ministry of Agriculture land and Fisheries.

(868) 352-4330

Dwayne Joefield

Supervisory Engineer

Ministry of Works and Transport

Drainage Division

(868) 310-0332