Simone Le Shaun Small

#32-34 Chacon Street, San Fernando.

Tel: 2836043

Email: [Simoneleshaun.small@yahoo.com](mailto:Simoneleshaun.small@yahoo.com)

**Re: Employment Opportunity**

I respectfully apply for any available position which commensurate with my qualification and experience with your organization.

I am a team player and a quick learner who can adapt to changing environments. I possess the interpersonal skills necessary to support communication and interaction with staff at all levels of the organization, a skill I will able to enhance through my work experience.

I have attached a copy of my resume for your review and consideration and I look forward to meeting you at your convenience to discuss my suitability for the position at your organization.

Yours Sincerely,

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Simone Small

***Simone Le Shaun Small***

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[Simoneleshaun.small@yahoo.com](mailto:Simoneleshaun.small@yahoo.com)

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**Objective**

To use my organizational and time management skills to bring better value to your company

**Education**

Servol Life Centre Forres Park - January 2016 - Present

Pleasantville Secondary School – 2009-2014

Anstey Memorial Anglican School – 2001-2009

**Subjects**

Office Administration – Grade 2

Electronic Documentary Preparation Management – Grade 2

Principles of Accounts – Grade 3

Principles of Business – Grade 3

English A – Grade 3

**Work Experience**

Persads’ D Food King

High Street

PrincesTown

Pizza Hut

Gulf View

La Romaine

Anderson’s Brokerage Company

#21 San Fernando Street

San Fernando

Master Class Premium Casino

Mucurapo/High Street

San Fernando

Jta Supermarket

Cross Crossing

San Fernando

**References**

Mr. Eugene Norville

Teacher at Pleasantville Secondary School

+18687522539

Mr. Robert Quarless

Teacher at Pleasantville Secondary School

+18683231006

Mrs. Kate Toby

Instructor at Servol Forres Park Life Center

Claxton Bay

+18683564660