JANEISA ANDREWS

#35 RIA RAMNARINE CIRCULAR

TAROUBA HEIGHTS

MARABELLA

Telephone: +18683376316

Email: janeisaandrews001@gmail.com

**DEAR SIR/MADAM**

I JANEISA ANDREWS believe this is an organization in which I can put my enthusiasm into. Kindly please accept my resumè for further consideration.

I bring to the position a combination of team leadership and attention to detail as well as a results driven work ethic. I work diligently to provide excellence in all my professional endeavours thus far. I am confident that my versatile contributions would be a valuable asset to your organization

In today’s hectic working environment employers require staffs that are reliable, dedicated ,positive, honest and one who fully understands the fast pace of a business and flexible enough to adapt. It is in this light, I humbly submit my interest and availability to your establishment for the position.

I am an individual that possesses excellent interpersonal skills ready and willing to compliment and even enhance the operations of your already credible organization. I am fully self motivated and boast the ability, temperament and speed to adapt successfully to changes internally and externally.

I would appreciate your kind consideration for any vacant position and would be willing to attend and interview at your convenience.

RESPECTFULLY SUBMITTED

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JANEISA T. A ANDREWS

**EDUCATIONAL BACKGROUND**

I attended Point Fortin West Secondary from the year 2006-2011 and further continued my education at Southern Community College from 2011-2013 gaining the following subjects:

PRINCIPLES OF BUSINESS

PRINCIPLES OF ACCOUNT

E.D.P.M

SPANISH

ENGLISH

H.S.B

MATHS

**Qualifications and Certificates**

Experienced in using advanced technology

Experienced in Leadership certified by N.G.C Core Group ,Families In Action Peer and Mentorship , LA Brea Police Youth Club and N.G.C La Brea Nightingales Steel Orchestra.

Experienced in cashing

**SKILLS**

* Advanced computer skills primarily in

Microsoft office word

Microsoft office access

Microsoft office excel

Microsoft office PowerPoint

* Capable for working with under pressure
* Able to work in a team and make corporation to work with all members of team
* Capable for problem solving
* Have a high adaptability in new work environment
* Good organizational and planning skills
* Good telephone conversation skills

**WORK EXPERIENCE**

Experienced cashier at Cinnabon Inc.

La Vie 3:16 clothing store

G4S Solutions Security

R&J Cell Tech

Nightingales Enterprise Ltd

Sacoda Serv Private Company

**PERSONAL INFORMATION**

NAME: JANEISA ANDREWS

D.O.B: 24/09/1994

RESIDES: #35 RIA RAMNARINE CIR. TAROUBA MARABELLA

CONTACT :18682766983 or 18683376316

HOBBIES:NETBALL, PAN, GRAPHICS, DANCING , MONOLOGUES , DRAMA