RHONDA FRANCIS

**LP53, SANTA CRUZ OLD ROAD, SAN JUAN**

**PHONE #: 717-5054 / 286-8231**

**EMAIL:** [**Rhondafrancis34@gmail.com**](mailto:rhondafrancis243@yahoo.com)

**PROFESSIONAL SUMMARY**

I have accomplished so much knowledge and patience in teaching Pre-schoolers for about 10 years of my work experience. I have even become a motivated leader with strong organizational and prioritization abilities. Additionally, I gained experienced in Office Administration/Office Clerk for 2 ½ years, a field I always loved and willing to move forward in. I was taught excellent communications and time management skills, even handling task with accuracy and efficiency.

**SKILLS**

* **Customer and Personal Service**
* **Time Management**
* **Service Orientation**
* **Coordination**
* **Communication Skills**

**EMPLOYMENT HISTORY**

**POPE’S SCIENCE INSTITUTE**

**(Part time Receptionist) (2016 – Presently)**

**DUTIES:** Financial Accounting, Telecommunication activities and various filing duties.

**NEW COVENANT JUNIOR SCHOOL**

**(PRE-SCHOOL TEACHER) 2009- 2013**

**DUTIES:** Establish and enforce rules, behaviour and procedures for maintaining order. Secondly organize and lead activities designed to promote physical, mental and social development e.g. Games, craft etc. Thirdly, teaching basic skills such as colours, shapes, numbers and letters recognition and a whole lot more

**ABIADAMA CENTRE**

**(ASSISTANT SECRETARY) 2005-2006**

**DUTIES:** Answer telephone and give information to callers, take messages or transfer calls to appropriate individuals. Create, maintain and enter information into database (using Microsoft Excel). Locate and store files in a paper-based system or electronic filing systems, recording information, updating paperwork and type and copy routine documents.

**ABIADAMA CENTRE**

**(OFFICE CLERK / OFFICE ASSISTANT) 2003 – 2004 & 3 MONTHS**

**DUTIES:** Same duties as above, additionally, preparing work schedules for staff and assigning specific duties. Perform sales work such as greeting or assisting customers, little accounting, stocking shelves or taking inventory.

**ABIADAMA CENTRE**

**(PRE-SCHOOL TEACHER) 1999 – 2003**

**DUTIES:** Teach basic skills like colours, shapes, number and letter recognition. Establish and enforce rules. Observe and evaluate children’s performance, behaviour, social development and physical health. Organize and lead activities design to promote mental and social development such as games, storytelling etc.

**TRAINING**

A+ LEARNING CENTRE (RECEPTIONIST COURSE) (7 WEEKS) **(2004)**

KYKAY MARKETING – (TELEMARKETING) **(2014)**

MODERN DAY CARIBBEAN - (SALES CLERK) **(2014)**

Must/MIC - HOSPITALITY & TOURISM (GENERAL OFFICE ADMINISTRATION)

**(AUGUST 2015 - FEBRUARY 2016)**

YTEPP LTD. – DATA OPERATIONS Level 1 **(NOVEMBER 14th 2016 – MARCH 29th 2017)**

**EDUCATIONAL BACKGROUND**

SAN JUAN GIRLS GOVERNMENT **1987 – 1993**

ST. DOMINIC’S CONVENT **1993 – 1999**

**SUBJECTS**

TYPEWRITING IV

PRINCIPLES OF BUSINESS IV

PRINCIPLES OF ACCOUNTS IV

OFFICE PROCEDURE IV

MATHEMATICS V

ENGLISH II

CLUB: COMPUTER AND SWIMMING

**HOBBIES**

I enjoy reading, swimming and typing and taking up the initiative when something needs to be done.

**REFERENCES**

Ms. Joy Gordon Mr. Edward Marshall

Teacher 1 Class TVT2 Director: Training Trees

Carapichaima Junior Secondary School 32 Luis St. Woodbrook,

Tel: 799-4285 Port of Spain

Tel: 714-5497

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**Dear Sir / Madam,**

**TO WHOM IT MAY CONCERN**

I am interested in applying for a position in your organization. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environment and pre-school teaching, which gave me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team. Presently I’m working part time on Saturdays at Pope’s science Institute.

I am a conscientious person who works hard and pays attention to detail. I’m flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I’m keen to work for a company with a great reputation like yours.

I have excellent references and would be delighted to discuss my application with you at your convenience.

Sincerely,

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RHONDA FRANCIS