Shinelle Valerie Floyd

#433 Erin Cap-de-Ville Road, Buenos Ayres via POINT FORTIN (868)-337-4301 **⋅**shinellefloyd92@gmail.com

15th January 2018

Dear Hiring Manager,

I am sending this resume to show interest in the position of Cashier available at your Massy Stores, La Romain Branch. In addition to this cover letter I have attached my resume, which will show all my qualifications and experience in which I have obtained thus far.

Just a little about myself, I am a self-motivated person who thrives on hard work and I have a passion for excellence and a willingness to go beyond what is expected. I am also a quick learner who has excellent communication, technical and organizational skills. Most prominently, I work well under pressure and I am adept in time management and team skills.

In closing if I am hired to do this job, I commit to doing the job the best of my abilities. Thank you for your time and consideration, looking forward to a response from you at your earliest convenience. I can be contacted at 337-4301 or shinellefloyd92@gmail.com.

Respectfully,

SHINELLE FLOYD.

**SHINELLE VALERIE FLOYD**

Address- #433 Erin Cap-de-Ville Road Buenos Ayres Via POINT FORTIN

Email- shinellefloyd92@gmail.com

Phone- 868-337-4301

**WORK EXPERIENCE**

**Siparia West Secondary School**

Clerical Assistant (July 2012 - August 2012)

* Created databases with the use of Microsoft Excel for incoming students
* Distribution of rental textbooks and exam results
* Printed and scanned documents
* Managed the office’s filing system
* Packed books in storage room

**EDUCATION**

**College of Science, Technology and Applied Arts of Trinidad and Tobago (South Campus)**

AAS. Operating Systems Management (2017)

**National Energy Skills Center (Debe Campus)**

Microsoft Office Specialist Certificate (2013)

**Holy Faith Convent, Penal**

(CAPE) Certificate of Advanced Proficiency Examinations (6 units) -2011

(CSEC) Caribbean Secondary Education Certificate (5 subjects) -2009

**SKILLS AND TRAINING**

* Excellent in Internet Research
* Microsoft Word, Excel, Access, PowerPoint, Outlook, SharePoint
* Web Design using (HTML, XHTML, CSS, JavaScript, MySQL, PHP, phpMyAdmin)

**REFERENCES**

* Kenneth Gabriel : Tanner Street, Point Fortin : 648-6964