To whom it may concern,

I am a former graduate of Gasparillo Secondary School and a current student of The University of Trinidad and Tobago. I am interested in an opportunity to work with your company, I consider myself a hard worker, a team player as well as outspoken and one who goes above and beyond basic tasks and takes on multiple projects. I am known to have excellent work ethic and strength in boosting company morale. I have the ability to commit myself fully to any task set before me and ensure it is beyond the standard expected, I have extensive knowledge of computer systems as well as I am willing to be trained in any field necessary to improve myself in the assigned position. I sincerely believe a job opportunity would be a great beginning to an affluent career and improvement of my education. I am certain I would be an asset to your company and look forward to contributing to its growth. Thank you in advance for your response.

The attached résumé provides details of my educational background, qualifications and contact information.

Respectfully,

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Traymne Joseph

*Attachment*

#3 Panchoo Trace

Piparo

Phone: 1868-385-7600

1868-317-8269

E-mail: [traymnejoseph@hotmail.com](mailto:traymnejoseph@hotmail.com)

traymnejoseph@gmail.com

#### Objective

# Applying for the Starting part time Position

#### Education

July 2010 English Language Grade1

July 2010 English Literature Grade2

July 2010 Mathematics Grade 1

July 2010 Information Technology Grade1

July 2010 Technical Drawing Grade1

July 2010 Physics Grade 3

#### Work Experience

On the Job training (OJT) (2015-current)

Techno Vocational Assistant (Williamsville Secondary School)

* Microsoft Office Proficiency all clerical work in the office: requisitions, external and internal letters, all department paper work.
* Strong Interpersonal Skills work with Teachers and Students to prepare and complete portfolios, communicate all changes to official documents. Hosted all department events.
* Strong Problem Solver: resolved all issue and concern by teachers and provide any resources or support needed.
* Assist in the Daily Office Operations of the main office where needed.
* Multiple Tasks and complete all projects or paperwork on time and effectively.

JTA Supermarket Limited-Checkout Service Attendant (nine months)

* Dedicated Team Player: work well with on the team members to ensure timely dealing with customers
* Greeting Customers before transactions and thank after completion.
* Customer Service: dealt with customers every day in a respectful manner.

#### Volunteer Work

Volunteer work with the University of Trinidad and Tobago;

Worked with united way to help build a garden for the Couva children’s home, etc.

Caribbean kids and families therapy organization;

Worked with children with medical disorders.

Madinah House shelter;

#### References

Shirley Balliram, Lab Technician, Williamsville Secondary

Phone: 475-5795

Debbie Ghany, Former Madinah House Manager

Phone: 302-0155

Clyde Montoute, Self Employed

Phone: 705-8851

Traymne Joseph

#### Interests and Activities

Programming, Networking, Volunteering

#### Hobbies

Reading, Art-drawing, Programming, Jewelry making

#### Computer Skills

Microsoft office suite, Computer Hardware – Printers, scanners, coping machinery, faxes

Traymne Joseph