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| 111 falcon crescent, phase 3, malabar, arima, trinidad |
| Phone (868) 482-9453 / 643-0597 • E-mail cole\_brews@live.com |

NICOLE brewster

Cover letter

Please accept my enclosed résumé in consideration for a position within your organization. You will find that my background includes 8 CSEC O’ Level, as well as 8 Cape A’ Level, passes; along with the degree I have pursued at the University of the West Indies, St. Augustine campus. I have also attained certification for Microsoft Office Word, Excel, and PowerPoint 2013.

Being a Communication Studies major, my personality has enabled me to easily adjust to any situation. Some of my skills include Telecommunications, Data Entry, and Customer Service. I trust that my educational backgrounds, as well as my work experiences, have provided me with the basic skills to excel at your organization.

To schedule an interview, if given the opportunity, my telephone contact and e-mail address are as follows: (868) 482-9453 / cole\_brews@live.com. Thank you for your consideration.

Respectfully,

Nicole Brewster

EDUCATION

**University of the West Indies; St. Augustine Campus**

*September 2011 – May 2015*:

* **B.A. Communication Studies** (Major)
* **Sociology** (Minor)

**St. Francois Girls’ College**

* *September 2009 – June 2011*

**Cape A Levels:** Caribbean Studies, Communication Studies, Management of Business, Environmental Science, Sociology

* **6 grade two’s**
* **2 grade three’s**
* *September 2004 – June 2009*

**CSEC O Levels:** Mathematics, English Language, Principles of Business, Integrated Science, Spanish, English Literature, Information Technology, Geography

* **4 grade one’s**
* **3 grade two’s**
* **1 grade three**

MEMBERSHIPS/SCHOLARLY SOCIETIES

* RBTT Young Leaders
* Communication Studies Association
* Faculty of Social Sciences Committee

EXPERIENCE

**Judiciary of Trinidad and Tobago: Arima Magistrate’s Court**

*October 29th 2015 – July 24th 2017*

* 3rd Court – The Petty Civil Clerk

**Elections and Boundaries Commission: Five Rivers Secondary School**

*September 7th 2015*

* Ballot Box Officer

**Eric Williams Financial Complex: Ministry of Finance**

*June 2nd 2014 – August 29th 2014*

* Board of Inland Revenue: Compliance; Auditing Assistant

**Ministry of Education: Mucurapo West Secondary School**

*December 21st 2012 – January 18th 2013*

* Assistant Instructor for January CSEC Examinations

**North-West Regional Health Authority: Port-of-Spain General Hospital**

*May 28th 2012 – August 31st 2012*

* Clerical Assistant; Ward 14

**Trinidad & Tobago’s Guardian House: Port – of – Spain**

*July 14th 2008 – August 21st 2008*

* Journalism/Reports (World of Work Internship)