JESSE TROTMAN

#161 Batoo Avenue, Marabella

Tel No.309-8020, 799-1664

Email-jessetrotman@live.com

January 1st, 2018.

To whom it may concern,

I Jesse Trotman, born September 17th, 1998, experienced my first job at JTA Supermarket, Carlton Centre in December 2016 in which I performed as a cashier and I greeted customers also I expanded my knowledge in computer experience. As follows I carried my gain experience to work as a Sales Clerk in RIK Book Store limited, High street San Fernando. I was given the opportunity to maintain and record inventories as well as assist customers with their purchases.

I am a honest ambitious young lady as well as a team player for your company. I, hereby wishes to apply to your company as a loan officer/ receptionist/ clerk. Attached is a detailed resume of my qualifications and past experiences.

Sincerely,

Jesse Trotman.

#161 batoo Avenue,

Marabella.

309-8020 (C) , 799-1664 C)

E-mail: [jessetrotman@live.com](mailto:jessetrotman@live.com)

**JESSE TROTMAN**

* **Objective**

To create positive customer experiences in a dynamic and fast-paced organization while gaining valuable work experience in a customer focused environment.

* **Date of Birth** September 17th, 1998.
* **Nationality**  Trinidadian
* **Academic** San Fernando Central Secondary School

**Qualifications** Caribbean Secondary Education Certificate (CSEC)

Obtained passes in the following subjects:

• Mathematics

• English A

• Human & Social Biology

• History

•Physical Education

• Principles of Business

* **Strength**

• Positive attitude and responsible.

•Full of charisma and light personality.

•Easily interactive and approachable (people person)

•Fast learner.

* **Skills and abilities**

Due to the training at UTT I have developed:

• Proper interpersonal and communication skills.

•Persuasive skills.

•Good critical thinking skills.

•Able to work in groups as well as individual.

* **Work** JTA Supermarket, Carlton Centre- December 2016

**Experience Cashier**

Summary of Duties

**‾** greeting customers

‾answering to inquiries

‾scanning and cashing items

‾Computer Experience

RIK Book Store Limited, High Street San Fernando

**Sales Clerk**

Summary of Duties

‾excellent sales and customer service skills

‾ Ability to maintain and record inventories

‾Good communication and multi- tasking skills

‾Assisted customers with the purchase of books

* **References** Mrs. Arlene Coker

Teacher- Mathematics and Physics

San Fernando Central Secondary.

**Tel No: (868) 762-5234**

Mr. Cyril Harripaul

Lecturer

University of Trinidad & Tobago.

**Tel No: (868) 345-6881**

Mrs Sharon Reid

Manager in RIK book Store Limited

**Tel No: (868) 652-8681**