CASEY – LEIGH MITCHELL

#2 Ferrari Street

Sun Shine Avenue

San Juan

Email: [caseyprincess95@yahoo.com](mailto:caseyprincess95@yahoo.com)

Telephone#:386-3260

**Objective:** To be part of an organization that seeks to facilitate motivation among its members and ensure quality customer service while attaining organizational goals.

**Education:**

* 2012-2013: University of the West Indies – Open Campus;
* Business Management
* 2012-2013: South East Secondary
* Principle of Accounts
* 2007-2012 : Barataria South Secondary
* English
* Principles of Business
* Social Studies
* Mathematics

**Personal Interest:**

* 2007-2011: Trinidad and Tobago Cadet Force

**Work Experience:**

2013- Present

* Clerk 1; North West Regional Health Authority

1. Interaction with public
2. Preparation of official reports, memos and other correspondence
3. Faxing, photocopying and filing of documents.
4. Maintaining a filing system

**References:**

Ms. Rosalie John

Secretary

NLCB

290-6277

Precious Bernard

Secretary

NWRHA

347-5745

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2ND March, 2018.

Dear Sir/Madam,

I hereby apply for employment within your organization. This opportunity is very interesting, and I believe that my experience in business studies will make me an applicant for this position. The key strengths that I possess for success in this position include:

* I strive for continued excellence
* I provide exceptional contributions to customer services for all customers
* I am able to socialize with persons
* I am also very hard working and dedicated to any task

Please see my resume for any additional information. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Casey- Leigh Mitchell.