**ALESHA BLACKMAN**

#54 Point Sable Road, Point D’or La Brea

1868-752-9321

[alesha.blackman@hotmail.com](mailto:alesha.blackman@hotmail.com)

**OBJECTIVE:**

To become a functional part of the workplace through hard work and

Dedication, overcoming challenges whilst working in harmony with the

People and environment around me.

**Education and Qualifications**

2016/2017 The University of the West Indies Open Campus

Business Management (Pursuing)

2013/2014 The University of the West Indies Open Campus

Office Management

2014 St George’s Academy

Flight Attendant Skills Training

2011/2012 Trinizuela Technical & Vocational Collage /Civilian Conservation Corps

Secretarial Administration

2010-2012 Servol Life Centre Point Fortin

Adolescent Development Programme

Computer Literacy

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2011 National Training Agency

Food and Beverage Service

2008 Caribbean Examination Council

English

Principles of Business

Social Studies

Integrated Science

**Job Experience**

2013 Persard’s D Food King

Cashier

2012 Ron’s Marketing

Customer Service Representative

2012 Mickles

Sales Clerk

2010/2012 Blue Martini Restaurant and Lounge

Waitress

2010/2014 D’ Village Pub

Bartender

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**Hobbies**

Singing, Dancing, Reading and Netball

**References**

Carlye Philanders

Occupation: Retired Police Inspector

Contact: 1-868-760-8318

Lincon Douglas

Occupation: Teacher

Contact: 1-868-689-0798

Alesha Blackman

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Point D’or

La Brea

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TO: Whom It May Concern

Dear Sir/Madam,

I am writing to apply for a position within your organisation.

Having completed many courses in the secretarial field, from various schools. This makes me equipped with the necessary skills to handle tasks of many natures.

I am a very motivated individual and a great team player and I believe this will be an asset to your organisation. I am committed to go beyond normal expectations to fulfil my job. I am always willing to learn new things and are open to any suggestions given. Being able to work under pressure with little to no supervision I consider to be one of my strongest points.

Throughout all my courses and experiences I have learned to thrive in a competitive result oriented environments both academically and in extra curricula.

Allow me express my deepest appreciation in considering this application. I have enclosed a copy of my resume for your perusal.

Yours Respectfully,

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Alesha Blackman