# 2 Bachew st

Five Rivers

Arouca

***To The Human Resource Manager:***

Dear Sir/ Madam,

I hereby apply for part time employment within your growing organization, in any available position. It is my objective to make a positive contribution to the goals and success of the organization and to grow in competence in my area of work. Be assured that I possess desirable characteristics of an ideal employee: professional, dedicated, self-motivated and loyal.

My name is Marcia Renwick and I am twenty four years of age. I am a down to earth, goal oriented individual who is always open and willing to learn new and challenging things everyday. I am also a honest and hardworking individual who is always willing to rise to the occasion whenever and wherever necessary.

If employed I will strive to be a worthy employee. I will do my best to maintain the high standard of efficiency, exhibited by your organization while increasing my knowledge. Thank you in advance.

Yours Respectfully,

Marcia Renwick.

**CURRICULUM VITAE**

**Personal Data**

Name:  Marcia Renwick

Address:           #9 Fifth st East, Casselton Trincity

Telephone No:       2955559

Email: keyanna\_renwick@live.com

Date of Birth: 6th April, 1993

Marital Status: Single

**Objective**

To enhance my knowledge, understanding and to gain experience in the world of work so that I may be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization with which I work.

**Education**

1998-2005, SEA, Pinehaven SDA Primary School

2005-2006 Malabar Composite Secondary School

2006-2010 Bishops Anstey High School East

CXC O’level:  English, 1

                       Social Studies 2

                       Human and Social Biology 2

  Economics 3

  Literature 2

  Principles of Business 1

SPA IT systems Engineer Certificate

**Performance Profile:** Upbeat courteous, customer service oriented and highly persuasive with 4 years of experience in the customer service environment and 2 years of which were in the call center settings. Well-spoken and outgoing team player equipped with effective problem solving skills, accustomed to working professionally and efficiently in team oriented, fast paced environments while making my targets. Also demonstrate telephone etiquette along with proven listening skills and strong attention to detail.

**Key Skills and Competencies:**

Excellent communication skills to build relations with customers face to face.

Flexible regarding working hours

Effective time management and able to prioritize

Computer literate able to use word, excel, power point, windows 98/8, XP, MMS, Impowered, peachtree.

**Work Experience**

2010-2012-part-time receptionist- arima door centre

26/12/12-04/04/13-csr digicel

19/08/13-April 2014-csr/branch manager assistant, bmobile(cellular planet)

 November 2014-October 2015 assistance co-ordinator/call center agent (800 star)

October 2015-now Jr agent (metropcs iqor)

February 28 2016- Now Columbus Communicates call center agent/ ihelp tier 1 technician

**Volunteer Work/ Co– extra curricular activities**

Past Director of Club Service in Bishop Anstey High School East Interact Club

I do community service work by helping out every year in the community center in my area and I also assist the Catholic Church with their fundraisers

 Past member of the Girl Guides Club

Was a member of Malabar hip-hop dance group

**REFERENCES FURNISHED UPON REQUEST**