Alesha Blackman

#54 Point Sable Road

Point D’or

La Brea

1-868-752-9321

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

**TO: Whom It May Concern**

**Dear Sir/Madam,**

I am writing to apply for a clerical 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 environment both academically and in extra curricula.

Allow me to 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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**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

**Jun 2014** **St George’s Academy**

Flight Attendant Skills Training

**Oct 2011- Mar 2012** **Trinizuela Technical & Vocational Collage /Civilian Conservation Corps**

Secretarial Administration

**Sept 2010- Apr 2011** **Servol Life Centre Point Fortin**

Adolescent Development Programme

Computer Literacy

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**Jan 2011**   **National Training Agency**

Food and Beverage Service

**Jun 2008** **Caribbean Examination Council**

English

Principles of Business

Social Studies

Integrated Science

**JOB EXPERIENCE**

**2013** **Persard’s D Food King**

**Position:** Cashier

**2012** **Ron’s Marketing**

**Position:** Customer Service Representative

**2012** **Mickles**

**Position:** Sales Clerk

**2010-2012** **Blue Martini Restaurant and Lounge**

**Position:** Waitress

**2010-2014** **D’ Village Pub**

**Position:** Bartender

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**HOBBIES**

Singing, Dancing, Reading and Netball

**REFERENSES**

1. Carlye Philanders

Occupation: Retired Police Inspector

Contact: 1-868-760-8318

1. Lincon Douglas

Occupation: Teacher

Contact: 1-868-689-0798