WORK EXPERIENCE

* **Ministry of National Security** (Jan 2014 – Dec 2014)

Immigration Division

#135 Henry Street, POS

Position held: Secretary /Typist

* **Guardian Life** (Nov 2016 – Dec 2016)

Industrial Estate, Factory Road

Diego Martin

Position held: Projects Assistant

* **Agricultural Development Bank** (Mar 2017 – Apr 2017)

#87 Henry Street, POS

Position held: Data Entry Clerk

* **Self Employed Seamstress** (Mar 2017 – Present)

**educatioN**

* Wesport SDA Primary School (1998-2005)
* Corpus Christi College of Occupational Education and Training (2005-2010)
* ROYTEC (2010-2013)

**CERTIFICATES (CSEC)**

* English A **I**
* Social Studies **II**
* Integrated Science **II**
* Office Administration **II**
* Principles of Business **II**
* Mathematics **III**
* Principles of Accounts **III**

**HIGHLIGHTS**

* Enthusiastic about learning new things
* Busy body
* Willingness to assist
* Work well under pressure
* Love challenges

**HOBBIES**

* Playing Steel Pan
* Swimming
* Sewing

**REFERNECES**

Mr. Dale Alexander

United Nations

Mobile: 1 (868) 350-0815

Mrs. Claris Kowlessar

Human Resource Officer III

Immigration Divion

Mobile: 1 (868) 339-9515

**Leah Jerusha Cezair**

#52 Broome Street,

La Puerta,

Diego Martin.

April 1st, 2018

Human Resource Officer,

Dear Sir/Madam,

Enclosed is my resume, which I am submitting for your consideration. I wish to apply for an Administrative position or any postion where my qualifications may be suitable. I believe my education and work experiences will make me an ideal employee within your organization and a great fit for the position.

I’ve worked as a secretary/clerk typist, also as an office clerk. My duties were photocopying, faxing, answering the telephone and making calls, taking minutes in meetings, taking inventory and also typing memos and letters for the Human Resource Officer III.

At present, I have completed my Assoicate Degree in Business Managemnent at UWI School of Business and Applied studies trading as ROYTEC and wish to apply my knowledge and improve myself.

I am a tactful, dedicated, hard-working and an ambitious person, who loves challenges. I have excellent oral and written communication skills. I have a readiness to learn and would apply my knowledge to ensure that I am an asset to your organisation.

Should I have the privilege of being accepted I am willing to attend an interview at your convenience and I can be contacted at 765-7822 (cell) or 637-3364 (home).

Yours respectfully,

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Leah Cezair