**Simone Le Shaun Small**

#18 Drayton Street,

San Fernando.

Tel: 2836043

Email: [Simoneleshaun.small@yahoo.com](mailto:Simoneleshaun.small@yahoo.com)

**Re: Employment Opportunity**

I respectfully apply for any available position which commensurate with my qualification and experience with your organization.

I am a team player and a quick learner who can adapt to changing environments. I possess the interpersonal skills necessary to support communication and interaction with staff at all levels of the organization, a skill I will able to enhance through my work experience.

I have attached a copy of my resume for your review and consideration and I look forward to meeting you at your convenience to discuss my suitability for the position at your organization.

Thanking you in advance for your time and consideration of my application.

Yours Sincerely,

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Simone Small

***Simone Le Shaun Small***

#18 Drayton Street,

San Fernando.

[Simoneleshaun.small@yahoo.com](mailto:Simoneleshaun.small@yahoo.com)

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**Objective**

To use my organizational and time management skills to bring better value to your company

**Education**

Servol Life Centre Forres Park - January 2016 - June 2017

Pleasantville Secondary School – 2009-2014

Anstey Memorial Anglican School – 2001-2009

**Subjects**

Office Administration – Grade 2

Electronic Documentary Preparation Management – Grade 2

Principles of Accounts – Grade 3

Principles of Business – Grade 3

English A – Grade 3

**Work Experience**

Persads’ D Food King

High Street

PrincesTown

Pizza Hut

Gulf View

La Romaine

Anderson’s Brokerage Company

#21 San Fernando Street

San Fernando

Master Class Premium Casino

Mucurapo/High Street

San Fernando

Jta Supermarket

Cross Crossing

San Fernando

Teekasingh Law Chambers

21 Court Street,

San Fernando

**References**

Mr. Eugene Norville

Teacher at Pleasantville Secondary School

+18687522539

Mr. Robert Quarless

Teacher at Pleasantville Secondary School

+18683231006

Mrs. Kate Toby

Instructor at Servol Forres Park Life Center

Claxton Bay

+18683564660