Date: 09/04/2018

**To Whom It May Concern**

Dear Sir/Madam

I the undersigned hereby apply for an available position within your organization.

I am vigilant, self motivated, reliable, hard working and consistent in my work ethics, which I can prove to be a viable asset to your organisation.

Along with my varied skills and qualifications, I am also adaptable to change and welcome improvement and growth.

Kindly refer to my resume, for a detailed account of my education and work experience. Should you have any questions or concerns or wish to arrange an interview, please do not hesitate to contact me via cellular phone number **1(868)280-1615**.

Thanking you in advance for your time and consideration in this regard.

Sincerely,

RONESSA MONIQUETTE

**RONESSA MONIQUETTE**

Address: #4 Perseverance St. Petit Bourg, San Juan

Email: mrsmcky@gmail.com

Contact No.: 1(868)280-1615

***Objective:***  Maintain efficiency, productivity and growth that are beneficial to the betterment of any work environment that I am employed.

***Professional Experience:***

* Pizza Boys Group of Companies

Cashier

* Prestige Holdings Ltd.

Cashier

* Security Executive Service Law Enforcement and Surveillance Ltd.

Security Guard

* Couva District Health Facility

On The Job Training (OJT)

Customer Service Representative/ Clerical Assistant

* Jabez Business Support & Services

Administrative/Clerical Assistant

* Gold Dollar Membership Casino

Dealer

* Indulge "B" Different Cafe

Book-Keeping

***Education:***

1999-2001 Williamsville Junior Secondary School

2002-2004 Pleasantville senior Secondary School

2004-2004 Youth Training Employment Partnership Program

(Typist and Receptionist)

2010-2010 University of the West Indies

(Cosmetology)

2010-2011 Civilian Conservation Corps

Trinzuela Technical and Vocational College

(Secretarial)

2013-2014 Civilian Conservation Corps

Aunty Rose Day care and Pre-school

(Child Care)

2013-2014 Youth Training Employment Partnership Program

(Micro Small Business and Entrepreneur)

***Qualification:***

* Mathematics
* English
* Human & Social Biology
* Office Procedure
* Principle of Business Communication
* Typewriting
* Basic Accounts and Book-Keeping
* Computer Literacy

**References:**

Samantha George

Geriatric Nurse

Contact: 1(868)356-2448

Kyle Roach

Business Owner

Contact: 1(868)470-8046

Carlyne George

Customer Service Representative

Contact: 1 (868)313-8876