Crystal Edwards

65 Feldspar Gardens Diamond Vale

Diego Martin

468-2606/695-8417

I hereby apply within your organization for any position that you may find me suitably qualified for. I am a hard working honest individual that is willing to learn new skills.

I have a diploma in health and social care and have worked in public relations for more than two years. I am great at working in group settings as I have had training in doing so while in school and also at my previous place of employment.

I will be a great asset to your business because I am a very conscientious goal driven individual and would highly appreciate being granted the opportunity to reach my fullest capacity in such and fine well established organization. I have included a copy of my résumé and two references that are willing to comment on my character.

Thank you for your consideration.

Yours sincerely,

Crystal Edwards.

**RÉSUMÉ**

**Personal Information**

Name: Crystal Edwards

Place of Birth: Trinidad

Date of Birth: June 6th 1986

Address: 65 Feldspar Gardens Diego Martin

Telephone: 468-2606/695-8417

Education St James Gov’t Sec School 2001-2003

Diego Martin Finishing School 2004-2005

Edexcel advance Learning 2006-2007

Qualification Grade

English 3

Social Studies 2

Principles of Business 2

Integrated Science 3

Human and Social Biology C

Mathematics 3

Work Experience

OJT at Mucurapo Girls R.C. Jan 2005-Dec 2005

*Duties: assist with teaching pupils,*

*Preparing lessons, escorting pupils*

*On field trips.*

Rose Court residential nursing hm 2006-2007

*Duties: bath, feed residents, check*

*Blood pressure, test diascan level*

*Moving and handling and escorting*

*Residents to various outing.*

Carewatch care agency 2007-2010

*Duties: interview potential workers,*

*Allocate work to current staff, send*

*Send correspondent/updates to*

*Social services, fax and e-mail to*

*Various parties both internal and*

*External, receive care contracts*

*From social services and fax and*

*e-mail updates to social services*

*and internal.*

Unicomer Trinidad Ltd Oct 2011-Dec 2011

*Duties: assist and advise customers*

*With their purchase, draw up*

*Contracts for higher purchase*

*Customers.*

*CAC trainee at Mucurapo Girls RC 2012-2015*

*Duties: assist with teaching pupils,*

*Preparing lessons, escorting pupils*

*On field trips.*

*Ijump Café supervisor 2015-2016*

*Duties: prepare and create meals*

*and drinks (hot and cold) replenish fridges*

*also snack shelves when needed.*

*supervise children while in the*

*play area and keep the General area clean.*

*Pollydores daycare and presch 2016-2017*

*Prepare and plan lessons, assist*

*With potty training overall supervision*

*of the children.*

*References*

*Phyllis Mondesir-Girsamov Retired Principal 637-8832*

*Annmarie Bossion Former Employer 622-2060*

