Hillview Drive, La puerta Ave

**To Whom It May Concern**

Dear Sir/Madam,

I am interested in working within your organization. Enclosed is my resume as a first step in exploring the possibilities of employment with your company**.**

First and foremost, I would like to share with you what makes me a qualified applicant. I am a dependable,trustworthy,respectful and hardworking individual, available to work a flexible schedule with overtime, if needed of me. I am an excellent team player and I am confident that I have what it takes to get the job done. Once given this opportunity, I will be dedicated to both the growth of your organization and myself. I work excellent with limited supervision and I also am a quick learner.I look forward to a favorable response and would be available for an interview at your convenience.

Respectfully yours,

Shabekia Herbert Campbell.

**Shabekia Herbert Campbell**

**Address: Hillview Drive La puerta Ave Diego Martin**

**Phone: 397-2469**

**D.O.B December 12th 1992.**

*I am a self motivated, highly organized, conscientious professional. Given the opportunity I will be providing fresh, new ideas to your company. I work very well as a team player and on my own. My dedication to getting the job done even with time constraints and deadlines while still remaining upbeat is one of my greatest assets. I believe working with your company will be extremely rewarding for me as well as you as I continue to pursue and grow in my career.*

**Education**

* *2007 – 2009 Diego Martin Central Secondary School*
* *2004-2007 Diego Martin Junior Secondary School*
* *1997 – 2004 St John’s Girls’ R.C School*

**Qualifications Gained**

* *Subject Examination Grade Year Achieved*
* *English CXC 2 2009*
* *Principals of Business CXC 3 2009*
* *Social Studies CXC 3 2009*
* *Human and Social Biology CXC 3 2009*

**Skills:**

*Computer Literate, Excellent at Communicating ,Customer service and Great team player. Currently perusing a Supervisory management course.*

**Work Experience**

* *Supervisor at Wrap Works Deli. Description: Supervisory of staff on shift ,ordering goods , taking customer complaints, cashing , reading off till making sure cash balances at the end of shift and writing up log books.February 2017 - September 2017.*
* *Cafe Attendant at Crews In Hotel & Yatching Center (Caffe Del Mare`). Description:Waitressing, prepping, greeting guests ,making of drinks, cleaning and cashing Also tending to both local and international guests. February 2014 - November 2015.*
* *Cashier at Hilo foods. November 2012- May 2013*
* *Customer Service Representative at Office Express Description: Greeting and interacting with customers. Photocopying and printing of documents. November 2011- April 2012*
* *Clerical Assistant (OJT) Ministry of Education Information Technology. Description: Data entry , Filing documents , typing and photocopying. October 2009- October 2011*

**Interests and Hobbies**

*Networking, reading and cooking.*

**References**

* *Lauren Cudjoe – Supervisor(868) 392-9288*
* *Anya Frank- Supervisor (868)496-7597*
* *Raquel Cummings-Manager (868)350-9383*