#18 Reyes Street,

Mahaica,

Point Fortin.

Monday 23rd March, 2018

Dear Sir/Madam,

I wish to apply for employment within your organization. I am an honest and diligent worker. I am reliable, willing, committed and results driven. I work well independently as well as with a team. I am always willing to learn and I pay great attention to detail.

My attitude towards achieving this position within your organization is one of enthusiasm as I intend to turn this opportunity into a career. If granted the opportunity, I will apply the skills and knowledge I possess, to complete tasks and responsibilities in a timely manner and of excellent quality.

Thanking you in advance for your kind consideration of my application. Attached is my resume which provides more detailed information on my educational background and work experience.

**Yours respectfully**,

**JEVONNE HORNE**

**JEVONNE HORNE**

#18 Reyes Street,

Mahaica,

Point Fortin

Email: [jevonneh@yahoo.com](mailto:jevonneh@yahoo.com) Telephone contact: 1-868-383-6756

**Objective:** To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people for the advancement of the organization.

**EDUCATION**

Bsc. Occupational Safety and Health – Currently being pursued at the College of Science, Technology and Applied Arts of Trinidad and Tobago (Final Year)

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| --- | --- | --- | --- |
| **INSTITUTION** | **SUBJECT** | **LEVEL** | **YEAR** |
| Holy Faith Convent, Penal  French  CSEC  2010 | Mathematics | CSEC | 2010 |
| English A | CSEC | 2010 |
| English B | CSEC | 2010 |
| Agricultural Science | CSEC | 2010 |
| History | CSEC | 2010 |
| Information Technology | CSEC | 2010 |
| Geography | CSEC | 2010 |
| Private | Spanish | CSEC | 2010 |
| Social Studies | CSEC | 2012 |
| Holy Faith Convent, Penal | Communication Studies | CAPE | 2011 |
| Literatures in English | CAPE | 2011 |
| Sociology | CAPE | 2012 |
| Caribbean Studies | CAPE | 2012 |
| Caribbean History | CAPE | 2012 |

**CERTIFICATES AND AWARDS**

- Certificate of Honour – Holy Faith Convent, Penal (SANFEST – Music) 2006 - 2007

* Certificate of Participation – Ministry of Food Production Land and Marine Affairs (Youth Apprenticeship Programme in Agriculture) 2011

- Certificate of Completion – Trinidad and Tobago Red Cross Society (Community Emergency Response Team (CERT) Training) 2014

- Certificate of Participation – NGC/UTT Tertiary Natural Gas Workshop 2015

* Certificate of Participation – Point Fortin Borough Corporation (First Aid Training) 2015
* Certificate of Participation – Point Fortin Borough Corporation (MSDS Training) 2015

**WORK EXPERIENCE**

* Ling’s Chinese Restaurant – Cashier/ Waitress – May 2012 to September 2012

- Greeted customers, took orders and served orders

- General cleaning of restaurant

- Cashing

* D Pie Queen Catering Services – Kitchen Assistant/Driver – September 2012 to March 2014

- Assisted in preparing meals, packaging and transporting to assigned locations

- General cleaning of kitchen area

- Receiving payment and delivering to manager

* Brook’s Industrial Maintenance Services – Labourer - March 2014 to April 2014

- Cleaning and maintenance of Acelor Mittal Steel Factory Boiler Department

* Point Fortin Borough Corporation – Assistant Occupational Safety and Health Officer – July 2014 to April 2015

- Administrative duties including, but not limited to: filing, data entry, record keeping, creation of policies, creating meeting mintutes, planning and scheduling meetings and training sessions

- Field duties, such as, visiting various work sites and ensuring safety and health policies and procedures are being adhered to, reporting any complaints from workers to HSE Officer

- Maintaining first aid kits and fire extinguishers

- Daily, weekly and monthly walk through inspections of assigned locations to ensure adherence to HSE policies

* Pizza Hut South Park – Waitress/Hostess/Cashier – April 2016 to February 2018

- greeting customers and taking orders, delivering order to customers and conducting payment transactions

- general cleaning of restaurant

- assisting with training of new employees

- ensuring all employees on shift complete their closing duties

* Point Fortin Borough Corporation – Assistant Occupational Safety and Health Officer – January 2017 to June 2017

- Administrative duties including, but not limited to: filing, data entry, record keeping, creation of policies, creating meeting mintutes, planning and scheduling meetings and training sessions

- Field duties, such as, visiting various work sites and ensuring safety and health policies and procedures are being adhered to, reporting any complaints from workers to HSE Officer

- Maintaining first aid kits and fire extinguishers

- Daily, weekly and monthly walk through inspections of assigned locations to ensure adherence to HSE policies

**INTERESTS**

Volunteerism and Community Service

Historical and Cultural Sightseeing

Sports

**REFERENCES**

Haze Ann Cummings

Disaster Management Cofdinator and Safety and Health Officer

Point Fortin Borough Corporation

1 868 678 7524

Dianne Niles Pollinais

Owner

D Pie Queen Catering Service

1 868 266 1742