**JOB OBJECTIVE:**

***To obtain the position that best suites my experience while continuously expanding my knowledge base***

**EDUCATION:**

***Bishops Centenary College***

***2012-2017***

English grade 111,

Office Administration Grade 111,

Principles of Business Grade 111,

Principles of Accounts Grade 111,

Social Studies Grade 111

Food and Nutrition Grade 11

***The University of the West Indies, Open Campus,***

2017 continuing - Presently pursuing a Bachelors degree in Phycology

**PROFESSIONAL EXPERIENCE:**

**R.I.K Services Limited, 87 Queen Street, Port of Spain**

**Sales Clerk**

* Assisting customers and offering suggestions.
* Dressing of mannequins, counters, and tables with merchandise.
* Provide prompt and courteous service to all customers
* Responsible for ensuring store appearance is clean and presentable at all times.
* Enter register transactions accurately.
* Stay informed of store policies, procedures, and promotions.
* Influences customers to buy or retain product or service by following a prepared script to give product reference information.
* Maintains operations by following policies and procedures; reporting needed changes.
* Maintains quality service by following organization standards.
* Contributes to team effort by accomplishing related results as needed.

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| **Skills:** |
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* Communication (oral and written)
* Multitasking
* Time Management

**Interests:**

* Reading - Swimming - Baking- Socializing

**References:**

Mr. Ricardo Hooker

Contact #: 749-2930

Principles of Accounts Teacher, Bishops Centenary College

Mrs. Gilian O’Neil

Contact# : 481-2069

Food and Nutrition Teacher, Bishops Centenary College

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Dear Sir/Madam,

It is with great pleasure that I am seeking the opportunity to be considered for a position as a Cashier at your establishment.

Please accept this letter along with my enclosed resume as an expression of my genuine interest in becoming a part of your team. Along with my excellent, oral and written communication skills, I also have great organization skills and adapt well to high pace working environment. I also will bring a willing, enthusiastic and energetic approach to this opportunity if appointed.

I am very much interested in meeting with you so we can discuss the possibility of my working at your company.

Please feel free to contact me and I will be most willing and available for an interview.

Thank you for your consideration.

Sincerely,

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Tyanna Mc Eachnie