**SHANICE JONES**

11 Dukharan Avenue

Kingston.

Tel: 1-876-875-1064

Home:1-876-634-5122

E-Mail: shanicejones567890@gmail.com

**EDUCATION**: University of the West Indies 2020- Present

* Bachelor of Science in Computer Science (Pending)

**Current GPA: 4.09**

Wolmer's Trust High School for Girls 2013-2020

* Caribbean Secondary Examination Certificate
* EDPM I
* Mathematics I
* Principles of Accounts I
* Principles of Business I
* Additional Mathematics I
* Chemistry I
* English A I
* English B I
* Information Technology I

* Caribbean Advanced Proficiency Examination
* Pure Mathematics (Unit 1) I
* Accounting (Unit 2) I
* Computer Science (Unit 1) I
* Communication Studies III
* Pure Mathematics (Unit 2) I
* Accounting (Unit 1) II
* Computer Science (Unit 2) I
* Caribbean Studies I

**AWARDS:** Most Outstanding Student in Principles of Account, Outstanding Academic Achievement and Exemplary Conduct, 2nd place CAPE candidate in Jamaica for Accounting Unit 2, 9th place CAPE candidate in Jamaica for Pure Mathematics Unit 1

**SPECIAL SKILLS:** Strong communication, accuracy and attention to details and organization

**EXPERIENCE:**

SECRETARY

*National Housing Trust July 2019- September 2019*

* Typed documents such as memos, emails and data log.
* Organized filling of important documents

**EXTRA CURRICULAR ACTIVITIES:**

* Swim Team
* Communications Club

**REFERENCE:** Available upon request.

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Dear Sir/ Madam,

I hereby submit my application to be considered for employment at Global to Jamaica Consulting Firm.

I possess good interpersonal, oral and written communication skills. I’m also a quick learner who adapts easily to new environments. I am often considered by my associates as a dedicated team player which as resulted from me being a self-motivated, discipline, industrious and versatile individual; these attributes has enabled me to be presented as a capable candidate to maneuver any task at hand.

I am available for an interview at any time convenient to you.

I trust that my application will be considered.

Yours sincerely,

Shanice Jones