***Shereen Fuller***

***58 Hughenden Avenue***

***Tel: (876) 458-4639***

***Kingston 20.***

***kimeshiacoley@yahoo.com***

***Objective***

***A position with growth potential where my discipline, positive attitude, professionalism,***

 ***Untiring efforts and interest can be utilized.***

***Summary of Qualifications***

*1. Willing to assume responsibility, is self motivated, and posses a high degree of*

*Professional integrity.*

*2. Well rounded, flexible team player, and has the ability to learn quickly.*

*3. Skilled in applying a logical, common sense approach to seeking practical solutions.*

*4. Communicate effectively when dealing with people diverse interest and levels of authority.*

***Education***

**Norman Manley High School 2005-2009**

***C.X.C***

Office Administration-(3)

Principle of Accounts-(3)

English A- (3)

***CCLSC***

Mathematics- Competent

Integrated Science- Competent

**School of excellence 2009-2010**

***C.X.C***

Principle of Business- (2)

***Skills***

Computer literate.

***Experience***

***ACS-Xerox Services- 2012-2013***

***9G-9L Naggo Head, Portmore St Cathrine***

***Customer Service Representative*** *–*

1. Deal with complaints from customers;

2. Discover and handle concerns from customers;

3. Arrange a number of status reports, for example activities, closings, follow-up and adherence to goals;

4. Catch new opportunities, special developments for products and services, collect information as well as feedback thanks to field activity and then coordinate with proper staff of the company;

***References Available Upon Request***

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Human Resource Manager

**Dear Sirs:**

Enclosed please find my resume for your reviewing. I am applying for any Position that suits my qualifications. I am a graduate of Norman Manley High School.

I am very interested in becoming a part of your team. Your facility would gain an individual who possesses good oral and written communication skills, computer skills, aptitude to learn new skills and processes; flexible, team –oriented work style, willingness to work quickly and accurately under varying conditions, and has the ability to successfully interface with varying personalities.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.

Respectfully yours,

Shereen Fuller.