

Shanique Saldano

7764 Violet Road, Belize City|
680-9881 | shaniquesaldano@gmail.com

Career Objective

Seeking a full time position at the Belize Tourism Board where I can employ my technical skills and research knowledge to assist and facilitate Tourism growth throughout the country.

Education

The University of Belize

Bachelors in Tourism Management

Expected graduation: May 2020

St. John's College Junior College

Associate Degree in Social Science in Sociology and History
Graduate 2016

Experience

Catering

Cuisine & Champagne Catering Co. Ltd.

Responsibility. Assist with orderings and preparations for events.

Graphic Design

Norman's Printing Ltd

Responsibility: Assist in the development and creation of graphic designs and images for the different booklets, calendars, and brochures etc that are required to be printed at our firm.

Volunteer Experience

Summer Camp Counsellor

August 2014 - August 2016

Belize City, Summer Camp

Responsibilities: Assist with the planning and teachings of camping activities to high-school students enrolled in the program through daily camp sessions.

Member of Student Council

August 2015 – May 2016

Saint John's College Junior College Student Council

Assisted in the planning and preparation for student body activities and events.

Commented [LMR1]: Georgia or Calibri or palatino lino type would be good too. Times new roman is the convention for most writing. In these documents it is good to experiment with fonts. Just stick to the design rules. Only 3 and make sure they are close to each other in style and ensure that you use serif for large texts and sans serif for headings, etc.

Commented [LMR2]: I like the effort and the delineation. It looks neat. But new fonts will make it pop even more.

Shanique Saldano

7764 Violet Road, Belize City|
680-9881 | shaniquesaldano@gmail.com

March 5th, 2019

Mrs. Karen Bevans
Director
Belize Tourism Board
64 Regent Street,
Belize City, Belize

Dear Mrs. Bevans:

I am interested in the vacant Administrative Assistant post ~~which was~~ advertised in *The* March 2019. The Belize Tourism Board is responsible for bridging the gaps between the private sector and the government as well as implementing programs to further build our Tourism Industry. I have always understood the importance of this initiative and have always been passionate about Belize's Tourism Industry. If I am afforded this opportunity, I can apply my technical skills alongside my knowledge of modern technology to ensure the company is always able to adapt and meet the constant changes within the Tourism Market.

Commented [LMR3]: Excellent opening😊

I am currently pursuing my Bachelor's Degree in Tourism Management at the University of Belize. During my semesters, I have worked in various groups with varied personalities allowing me to develop my skills as both a team player and a team leader. These responsibilities pushed me to ~~to~~ understand the importance of professionalism when working with others as well as the importance of meeting deadlines. Moreover, my involvement in ~~the s~~Student ~~e~~Council and other minor experiences ~~have~~ given me training in planning and coordinating events and helped to further develop my written, oral and time management skills. With these qualities I am positive that I can become a meaningful member of your company, eager to contribute towards the success and sustainability of Tourism in our country.

Thank you in advance for your consideration of my application. For any queries or questions, kindly contact me at the information listed above. I looking forward to your response and hope to become a part of your ~~staff~~.

Commented [LMR4]: Interview. Opportunity to offer more information? And repeat specifics of phone and email not "info listed above. Very good effort on the packet. I see improvement and attempts at designing and tailoring the documents. Good job😊

Respectfully,

Shanique Saldano

