

CHARLES JUNIOR KING
WOOD HALL DISTRICT, WOOD HALL P.O, CLARENDON
(876) 340-7437, WHATSAPP: 792-7624 22charles.king@gmail.com

CAREER OBJECTIVE

I intend to use my skills, talents and knowledge to further develop the company's growth to carry it to the top of the economy.

WORK EXPERINCE

HEART/NSTA Trust	March 2020 – March 2021
Glenmuir Business Centre	
55 Manchester Avenue	
May Pen P.O.	
Clarendon	

Main duties: Data Entry, Filing, Assisting Placement Officer, Making Call etc.

EDUCATION

HEART/NSTA Trust
March 2020 - March 2021
Business Administration Level 2 (Pending)

Denbigh High School 7 Jackson St, May Pen
September 2014 – June 2019
Certificate, Secondary Examination Certification (CXC) – Passes in 8 units
Principles of Business II, Principle of Accounts II, Information Technology I,
Mathematics III, Office Administration II, Technical Drawing III, Human and Social
Biology II, English A II

SPECIAL ATTRIBUTES (SKILLS)

- Computer proficiency
- Good oral and writing skills
- Communication skills
- Programming
- PHP, CSS, SASS, HTML, Python

SOFTWARE APPLICATION

- Figma
- Microsoft excel proficiency
- Microsoft word proficiency
- Microsoft visual studio code

- Atom

CO-CURRICULAR ACTIVITIES & AWARDS

- Certification of award for most outstanding performance in under 16 basketball
June 2019
- Basketball team captain (Demonstrates Leadership)
2014-2017

SPECIAL INTEREST & HOBBIES

- Playing basketball
- Chess
- Skateboarding
- Programming
- Studying Languages

REFERENCES:

Mr. Zeco Brown	Mrs. Janice Julal
Parish Manager	9 Jackson Street
HERAT/NSTA TRUST	P.O. box 280
Glenmuir Business Centre	May Pen
55 Manchester Avenue	Clarendon
May Pen P.O.	(876) 986-2338
Clarendon	
(876) 707-1076	