

DION SINGH

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Rousillac, Trinidad W.I

TECHNICAL SKILLS

CONFIDENT: PHP || MySQL || WordPress
Elementor || CSS3 || HTML5 || JavaScript
Git || Bootstrap || JSON || Wireframing
Object Oriented Programming || Lucidchart
MS Word || MS Excel || MS PowerPoint

FAMILIAR: Python || ReactJS || Asana
Adobe Photoshop || IT Troubleshooting
Figma (UI Design) || RESTful APIs || C++

EDUCATION

THE UNIVERSITY OF THE WEST INDIES (UWI), ST. AUGUSTINE (2017-2022)

- BSc Electrical and Computer Engineering (Hons)

THE UNIVERSITY OF THE WEST INDIES (UWI), OPEN CAMPUS, ST. AUGUSTINE (2016-2017)

- Pre-Engineering Programme

IERE HIGH SCHOOL, SIPARIA, TRINIDAD AND TOBAGO (2009-2016)

- 10 CAPE A' Level Passes
- 9 CSEC O' Level Passes

PERSONALIZED COMPUTER SERVICES LTD, SAN FERNANDO, TRINIDAD AND TOBAGO (AUGUST 2009)

- Computer Literacy Certification
- Practical Training with MS Suite

ACTIVITIES

- NSBEHacks Hackathon 2021
- International Collegiate Programming Contest (ICPC) 2021

INTERESTS

- Hiking
- Football
- Programming
- Graphic Design

PROFESSIONAL SUMMARY

A BSc Electrical and Computer Engineering graduate with proven skills in web development, project management, customer service, office administration, and inventory management, and. Basic knowledge of SEO and Agile methodologies based on self-learning. Entry-level skills in domestic electrical wiring and installation. Designed and implemented a prototype of a supporting website for a digital COVID-19 vaccination passport intended for use in Trinidad and Tobago which generates and scans QR codes for vaccination records. Driven to deliver high-quality work and contribute to the operation and growth of an organization.

WORK EXPERIENCE

INVENTORY MANAGER/GROCERY CLERK – B. RAMSAWAK SUPERMARKET Rousillac, Trinidad (06/2020 - 08/2020) and (06/2021 - 08/2021)

- Demonstrated customer service by providing product information, aisle locations, and backstock checks for more than **50** customers daily.
- Streamlined the flow of more than **5000** items by **40%** by ordering stock items quickly, preparing sales displays, and validating price labels.
- Implemented an employee work schedule using MS Excel, optimizing tracking of employee hours and management of shift-swaps by **75%**.

ADMINISTRATIVE ASSISTANT – MUNGAL KISSOON LTD Rousillac, Trinidad (06/2019 - 08/2019)

- Digitized the company's contact directories reducing the need for paperwork by **60%** and mitigating the risk of losing essential information.
- Analyzed and maintained inventory records by checking stock daily to determine supply levels and expedited the facilitation of client orders.
- Demonstrated customer service and phone etiquette by receiving calls, forwarding messages and confirming appointments as necessary.
- Provided IT support for a range of software and connectivity issues.

PROJECTS

COVAXPASSTT [[GitHub Code Repository](#)]

- A website for a digital COVID-19 vaccination passport for use by citizens and authorized officials in Trinidad and Tobago.
- Tools: HTML5, CSS3, JavaScript, PHP, MySQL, QRCode.js, etc.

RADIANT MOVIES [[Live Demo](#)] [[GitHub Code Repository](#)]

- A website for searching movies that are retrieved from a movies API.
- Tools: HTML5, CSS3, JavaScript, MovieAPI, Axios, etc.

PRODUCTIVITY EMPIRE [[Live Demo](#)] [[GitHub Code Repository](#)]

- A website for motivating and helping users to be more productive.
- Tools: HTML5, CSS3, JavaScript, MovieAPI, Axios, etc.

PROJECT MANAGEMENT FOR AR CROWD APPLICATION

- Managed a team of **12** students including a software development team and a documentation team for group coursework at the UWI.
- Ensured **100%** completion of an Augmented Reality (AR) Application for Crowd Simulation at Sporting Events ahead of required deadline.
- Delegated and managed all project tasks using the Asana platform.
- Conducted weekly meetings to provide updates, gauge feedback, etc.