

Jah-Vin James

✉ jjames57@fordham.edu | 📞 +1.929.245.9930
2070 E57th st, Brooklyn, NY, 11234

SKILLS

Proficient in: C++, Linux, HTML, CSS, Microsoft Excel // Previous Knowledge: Python, Graphic Design, Wire Shark, SQL

WORK EXPERIENCE

Greenfield Medicine//Web development Intern

May 2023 - August 2023

- As an intern web developer for Greenfield Medicine in Tampa, Florida, my role involves creating an online platform that reflects the ethos and offerings of our healthcare practice. Greenfield Medicine is a premier healthcare provider committed to delivering personalized, patient-centered care emphasizing preventive medicine and holistic wellness.
- Our website serves as a digital gateway for both current and prospective patients, offering a user-friendly interface that facilitates seamless navigation and access to essential information. Through intuitive design and engaging content, my team and I aimed to educate visitors about our Green field's unique approach to healthcare and the comprehensive services they provide.

Data Analyst Intern at Dr. Ogiste McBain's medical Office

June 2022 - December 2022

- During my internship with Dr. Medical office, I took on the responsibility of managing patient records and appointments using Microsoft Excel. With a passion for healthcare administration and a meticulous eye for detail, I became an integral part of the office team.
- My daily tasks revolved around maintaining an organized system for patient information. I created Excel spreadsheets to record patient demographics, medical history, appointment schedules, and billing records. Ensuring the accuracy and completeness of each entry was paramount, and I dedicated myself to maintaining the integrity of the database.
- My proficiency in Excel went beyond simple data entry. I leveraged the software's features to generate insightful reports and analyses. By utilizing formulas and pivot tables, I extracted valuable insights from the patient data, empowering the medical staff to make informed decisions about patient care and resource allocation.

Computer Assistant

Jun 2024 - Present

- Managed a small IT team: Oversaw daily operations and coordinated tasks among team members. Service Now Database Maintenance: Kept an up-to-date database for IT assets, service requests, and incident tracking.
- Technical Support: Handled technological queries for multiple campus departments, providing timely and effective solutions..
- Equipment Life cycle Management: Managed the removal and recycling of outdated technology, ensuring secure data disposal. Inventory Tracking: Utilized multiple spreadsheets to track serial numbers and manage IT inventory accurately.

EDUCATION

2021 - present Undergraduate C.S. Student at **Fordham University**
Course Work: OOP C++, Data structures, Computer Organisation, Discrete Mathematics
2017 - 2021 **St. Johns Preparatory High school**