

# JAVONE – ANTHONY GORDON

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## OBJECTIVE

To acquire a position within your organisation where my skills, attributes and abilities can be utilized to increase productivity and enhance your organization.

## EXPERIENCE

### **Intern | Office of The Prime Minister**

May 2024 – AUGUST 2024

As an intern in the Corporate Affairs Division and the ICT Department, I assisted with data management and entry, ensuring accuracy in information handling. I contributed to small IT projects and helped set up employee workstations by configuring hardware and software.

### **Summer Intern | Office of The Prime Minister**

JULY 2023 – AUGUST 2023

Worked within the Corporate Affairs Division as well as the Information and Communications Technology (ICT) Department of the Office of the Cabinet. Assisted with inventory management, data entry and database management.

### **Customer Service Representative | Sangster's Book Stores**

AUGUST 2022

Worked as a Customer Service Representative as well as assisted staff with inventory management.

### **Summer Intern | Quest Security Services**

JULY 2022

Worked within the Information Technology Department. Assisted technicians in diagnosing and solving tech-related issues around the business, assisted in data entry and executed tasks such as printing, filing, and organization of company hardware.

## EDUCATION

### **Bachelor of Science in Computing | The University of Technology, Jamaica**

AUGUST 2023 - PRESENT

### **High School Diploma | Wolmer's Boys' High School**

2016 - 2023

- 4 Caribbean Advanced Proficiency Exam (CAPE) subjects at the Unit 2 level (Digital Media - Grade II, Management of Business - Grade III, Caribbean Studies – Grade III, Computer Science - Grade IV)
- 4 Caribbean Advanced Proficiency Exam (CAPE) subjects at the Unit 1 level (Digital Media - Grade II, Management of Business - Grade III, Communication Studies – Grade III, Computer Science - Grade I)
- 8 Caribbean Secondary Education Certificate (CSEC) subjects (Grade I - Information Technology, English A, Technical Drawing, Physics, Principles of Accounts, Principles of Business. Grade II - Mathematics, Social Studies)

- Caribbean Secondary Education Certificate (CSEC) Certificate in Business Studies
  - City and Guilds Certificate in Math and English (2 Distinctions)
  - Honour roll Student (2016 – 2023)
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## **VOLUNTEER**

Hope Gardens

(2023)

- Contributed 41 dedicated hours of service at Hope Gardens as part of the Utech Community Service Program, actively engaging in diverse gardening initiatives to foster community growth and environmental stewardship.

Key Club and Interact Club donations

(2022 – 2023)

- Participated within multiple donation drives for both Key Club and Interact Club, facilitating contributions of clothing, food, essential living items, and educational supplies to those in need.

Mustard Seed Children's Home -

(February 2022)

- Contributed essential items including books, clothing, and other necessities through donations.

Kensington Primary School -

(March 2020)

- Offered voluntary assistance to teachers by providing classroom monitoring support and aiding with administrative tasks.

## **SKILLS**

- Proficient typing at speeds ranging from 45 to 100 words per minute.
- Excellent understanding of the Microsoft Office Suite (Word, PowerPoint, Excel, SharePoint, Teams).
- Highly adept with diverse computer software and hardware, including printers and photocopiers.
- Exceptional written and verbal communication abilities.

## **REFERENCES**

Mr. Delroy Dobney, Justice of The Peace

(876) 291 - 5717

Ms. Mourice-Anne Hudson, Office of the Prime Minister

(876) 790 – 4942