JADA **JOHNSON**

103 Main Street, Ocho Rios, St. Ann · (876) 485-0215 **foreverjada7@gmail.com**

A determined and eager-to-learn person who’s ready to use my technical and social skills to advance the objectives of a progressive organization.

# WORK EXPERIENCE

**MAY 2024 - AUGUST 2024, DECEMBER 2023 - JANUARY 2024, JUNE 2023 – AUGUST 2023, INTERN,** GRACEKENNEDY LTD.

Assisted with recording backlog to ensure proper documentation and compliance with company requirements.

Conducted bookkeeping responsibilities such as data entry and financial record reconciliation.

Collaborated with teammates to optimize internal processes and increase efficiency. Participated in meetings and training sessions to gather knowledge about various parts of organizational operations.

In managing many duties at once, demonstrated a high level of attention to detail and organization.

## **FEBRUARY 2024**

**POLL CLERK,** ELECTORAL OFFICE OF JAMAICA.

Recorded the voter’s information (their demographic information, which oaths taken, or actions made during their voting process).

Helped sign the different forms / envelopes.

**FEBRUARY 2023 – APRIL 2023**

## **TEACHING ASSISTANT,** ELTHAM PARK PRIMARY SCHOOL

Students' examination scripts were evaluated and assessed with attention to detail and fairness. Helped pupils complete their assignments and created an environment conducive to learning and academic success.

Organised and coordinated student lunch periods to ensure a smooth and effective operation. In the absence of the form teacher, I assumed responsibility for classroom management, ensuring a secure and productive learning environment.

**FEBRUARY 2023 – APRIL 2023**

## **DATA ENTRY CLERK,** ELTHAM PARK PRIMARY SCHOOL

Organised the distribution of student ID cards, assuring the correctness and accessibility of critical identity information.

Implemented rigorous filing procedures for critical papers to improve retrieval and documentation operations.

# EDUCATION

**AUGUST 2022**

## **BSC. COMPUTER SCIENCE,** UNIVERSITY OF TECHNOLOGY

Expected Graduation Date: November 2026

**JULY 2022**

## **CSEC ACHIEVEMENTS,** ST. HUGH’S HIGH SCHOOL

Grade I achievement in the subject areas of English Language (General), Mathematics (General),

Information Technology (General), Biology (General), Chemistry (General), and Physics (General)

Grade II achievement in the subject areas of English Literature (General), Electronic Document Management and Preparation (General), and Spanish (General)

**JULY 2022**

**CITY & GUILDS ACHIEVEMENTS,** ST. HUGH’S HIGH SCHOOL

Distinction in the subject area of Stage 3 Mathematics (General)

# SKILLS

* Knowledgeable in the Microsoft Office Suite • Video and photo editing skills
* Knowledgeable in the programming languages of Pascal, C, C++, Java, HTML, CSS, JavaScript
* Teamwork
* Great interpersonal skills SQL and Python.

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