

Jheanelle Richards

OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, credible educational background, and ability to work well with people.

SKILLS

- ❑ Knowledgeable in Microsoft Office (Spreadsheet, Powerpoint, Access, Word)
 - ❑ Problem-Solving Skills
 - ❑ Eager to learn/Adaptable
 - ❑ Basic Knowledge in programming languages C and Python
 - ❑ Optimistic/Jovial
 - ❑ Team Oriented
 - ❑ Communication (written and Verbal)
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EDUCATION

University of Technology

August 2019 - Current Day

Campion College Sixth Form - *School Leaving Certificate*

September 2017 - June 2019

Campion College - *High School Diploma*

September 2015 - June 2017

CAPE Results

Inclusive of Unit 1 results in Digital Media (I), Biology (II), Communication Studies (II) and Computer Science (II), as well as Unit 2 grades in Biology (I), Computer Science (II), Caribbean Studies (I) and Digital Media (I).

VOLUNTEER EXPERIENCE

Community Service: Inclusive of events like Big Brother Big Sister social, Magis Awards, as well as a Digital Media Team. Additional extracurriculars include

Red Cross (3 years), Science Club (3 years) and Modern Language Club (2 years), Digital Media Team (1 year).

JOB EXPERIENCE

Seasonal Work

Sagicor Life Jamaica Limited

July - August 2017

Position - Personal Assistant

Responsibilities - Managed the office; inclusive of making phone calls, assisting clientele, booking appointments, uploading applications

Jamaica Stock Exchange

July - August 2019

Position - Customer Service

Responsibilities - Contacting clients and conducting company surveys

PROFESSIONAL REFERENCES

Donna Hale
Sales Manager
Management Control Systems
(876) 878-2876

Camile Loffler
HR Administrator
Digicel
(876) 247-0380