Edwin Charlery
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Education:

Monroe College: Computer   Information System Bachelor of Science

Areas of Focus:
- Introduction to Information Technology
- Computer Hardware
- Computer Software
- Database
- CCNA I: Introduction to Networks
- Web Design Technology
- CCNA II: Switching, Routing and Wireless Essentials
- Object Oriented Programming
- Network Security
- Wireless Technology
- Internship seminar
- Senior Seminar
- College Writing and Critical Analysis
- Analytical Thinking, Writing, and Research
- Professional Writing and Presentation
- Literary Criticism and Analysis
- Programming Logic
- Advanced Programming
- System Analysis and Design
- Operating Systems
- Database Management Systems
- Management Information Systems
- IT Project Management
- Fundamentals of Communication
- Quantitative Reasoning
- Finite Mathematics & Linear Modeling

Professional Certifications:
- Linux Essential Certification
- CompTIA A+ Certification

Other Certifications:

Udemy:
- Complete Linux Training with CentOs
- Complete SQL Bootcamp with PostgreSQL

Sir Arthur Lewis Community College: Associates degree in Business Administration

Areas of Focus:
- Communication Studies I
- Computer Applications
- French for Business./Tourism: Foundation
- Introduction to Financial Accounting
- Introduction to Sociology
- Mathematics of Finance
- Principles of Management
- Communication Studies II
- Computer Hardware I
- French for Business/Tourism
- Intermediate Financial Accounting
- Marketing I
- Mathematics for Business
- Microeconomics
- Business Statistics I
- Caribbean Studies, Issues & Perspectives
- Entrepreneurship
- Intermediate Spreadsheet
- Macroeconomics
- Management Accounting
- Organizational Behavior
- Advanced Financial Accounting
- Business Communication
- Business Law
- Business Skills/Internship
- Intermediate Database

Vieux Fort Comprehensive Secondary School 2007 to 2012, Achievements including CXC:
- Principles of Business 1
- Information Technology 2
- Integrated Science 2
- Social Studies 2
- Agriculture Science 2
- English A 2
- Mathematics 3

Work Experience:

Internship programme at CIBC First Caribbean International Bank for a period of one month which was extended to an additional month, from June 2014 to July 2014
New Dock Road, Vieux Fort
St Lucia

Activities:
- Filing
- Special clearing cheques
- Writing up vouchers
- Packing receipts
- Organizing deposit books,
- Writing in entries for sale of stock such as night deposit bags, cheque books, returned cheques
- Making calls, receiving calls
- Helping the tellers with listing, going over the class 1, 2, and other (these include, withdrawals, deposits, cheques respectively),
- Setting up the cubicle and counter
- Assisting the other employees with anything they need done
- Assist the firm in selling its products, such as mobile and internet banking
- Assisting customers
- Assisting with marketing activities, such as distribution of broachers, and enhancing customer satisfactory and appreciation through birthday calls.
- Credit Checking
- Calculating teller blotters

Employed With Jannou Credit Union:
Date of employment February 5th 2015 ….
Job Title: Teller
Date employed in position: February 5th, 2015 to December ,2020
Duties:
- Customer services
- Performing withdrawals and deposits
- Balancing cash
- Secured loan creations
- Contacting members
- Taking part in member based activities
- Writing up organization bank account deposit book
- Use of office, adobe acrobat, Microsoft word to perform daily functions
- Promote credit union products and services

Job Title: IT Support Officer
Date employed: December 2020 to June 2022

Duties:

- Assist IT assistant in completion of set projects
- Repair and upgrade devices
- Manage the help desk system
- Computer and printing trouble shooting
- Managing users in core banking system
- Software installation

Job Title: IT Assistant
Date employed: July 2022 to current
Duties:

- VM management
- Software installation
- Database management
- Assisting IT manager with projects
- Configuring network management devices
- Trouble shooting software issues
- Managing help desk server
- Assisting in backup management
- Assisting in enforcing security policies
- Managing active directory server
- Server Trouble Shooting
- Managing Network shares

Internship Experience: For the Month of February 2023, I undertook my field internship experience at the Ministry of Education under the manager at the time Mr Richard Maxwell. This experience gave me further insight into the IT field both technical and managerial. It showed me the importance of understanding the needs of a vast number of end users and the processes required to implement such changes. During this experience I also got the opportunity to put my technical skills to use, mainly in networking and computer hardware. I was tasked with configuring network devices and trouble shooting and repairing devices. This also tested my abilities to work in a team which I did. We were required to set up two IT labs and I took the initiative by assigning different individuals to different tasks instead of everyone using up more time working on their own.

Voluntary work: I volunteered to assist the Ministry of Commerce in the preparation of the Saint Lucia – Taiwan partnership trade exhibition of November 2013 on behalf of the Sir Arthur Lewis Community College for a period of one week. This opportunity aided me in my marketing skills and customer service skill. Although it was only for one week, I grasped a lot of concepts and information.

Community Service:

 Volunteered for cleanup campaigns in the Mon Repos village to make the community more pleasant, visiting the sick, making donations to the poor and being involved in church groups such as post confirmation and youth.

Hobbies and Interests:
- Exercising including working-out
- Cycling
- Technology
- Sports such as football, cricket, and basketball.
- Learning more about technology (electronics) as well as computers and exploring its components.
- Using Computer programmes such as Microsoft word, excel, powerpoint and database, as well as accounting programmes such as sage 50
- Programming: Full stack development

References:

- Marlan Biscette:
  - Position: Branch Administrator
  - Contact:758-719-0647
- Melania Bailey-Francois:
  - Position: Network Administrator
  - Contact: 758-730-9580