

KEMONELAWS

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OBJECTIVE

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

WORK EXPERIENCE

DECEMBER 2023

SALES CLERK, AMMAR'S

AUGUST 2022, JULY - AUGUST 2023

CUSTOMER SERVICE REPRESENTATIVE, SANGSTER'S BOOKSTORES

JULY 2022

ADMINISTRATIVE ASSISTANT, JAMAICA CONSTABULARY FORCE

AUGUST 2021

INTERN PUBLIC RELATIONS OFFICER, INSTITUTE OF JAMAICA

EDUCATION

AUG 2023 - PENDING

UNIVERSITY OF TECHNOLOGY, **BSC IN COMPUTING**

2016 – 2023

IMMACULATE CONCEPTION HIGH SCHOOL, **DIPLOMA OF GRADUATION**

CAPE Units 1&2 - 6 grade 1's with 3 distinctions and 2 grade 2's

Grade 1 with Distinction - •Information Technology Units 1&2 •Caribbean Studies

Grade 1's - •Accounting Units 1&2 •Communication Studies

Grade 2 - •Economics Units 1&2

Caribbean Advanced Proficiency Examination (CAPE) Diploma

CSEC – 8 Grade 1's with 6 distinctions

Grade 1 with Distinction - •Information Technology •English A •Mathematics

•Principles of Accounts •Principles of Business •English B

Grade 1's - •Spanish •Biology

Caribbean Examinations Council Certificate in Business Studies

• CXC Territorial Merit List – 2nd place in Jamaica for 2023 CAPE Unit 2 Information Technology

• CXC Territorial Merit List – 10th place in Jamaica for 2023 CAPE Unit 2 Economics

• CXC Territorial Merit List – 15th place in Jamaica for 2023 CAPE Unit 2 Accounting



- CXC Territorial Merit List – 63rd place in Jamaica for 2023 CAPE Caribbean Studies

EXTRACURRICULAR ACTIVITIES

- Every Mickle Foundation Dec 2021-Present
- ACJ Bethel Temple Youth Group 2022 - Present
- Earth Unhurt 2022 - Present
- Inter-School Christian Fellowship (ISCF) 2020 - 2023
- Tutoring Club 2021 – 2023
- Prefect Council 2021 - 2023
- Sixth Form Association 2021- 2022
- Key Club 2021 - 2023
- Operation Help the People 2021- 2022
- Girls with a Cause 2020 - 2022

VOLUNTEERISM

- Every Mickle Foundation, Dec 2021 - Present
- ACJ Bethel Temple 2022 Production
- HSBC Vacation Bible School 2021
- HSBC Bible Quiz Competition 2021
- HSBC Youth Fellowship Christmas Cake Sale 2020
- Earth Unhurt 2022 – Present
- ICHS OHTP Beach Clean-up 2021
- HSBC Emancipation Vigil 2021
- Glenhope Nursery Outreach 2020

LEADERSHIP

- UTECH COM2016 Module Class Representative
- ACJ Bethel Temple Administrative Executive, Present
- Student Ambassador Every Mickle Foundation, Present
- Earth Unhurt Asst. Blog Mgr, Present
- ACJ Bethel Temple Projects Team 2023
- Prefect 2022 – 2023
- Deputy Grade Captain, 2021 - 2022
- ISCF Secretary 2022- 2023
- ISCF Public Relations Officer, 2022
- ICHS Key Club Project Council, 2021 - 2023

SKILLS & ATTRIBUTES

- Tech Savvy
- Team Player
- Conscientiousness
- Efficiency
- Problem Solving
- Attention to Detail
- Organization
- Creativity
- Critical Thinking
- Flexibility

REFERENCES

- Mrs. Sharon Cooper (Bank Branch Manager) - 1(876) 833-8420 / 1(876) 820-2740
- Dr. Curtis Sweeney (Counselling Psychologist) - 1(876) 370-4653 / 1(876) 331-1716