Keyshawn Williams

All Saints Village St. John's Antigua
Tel: +1-268-723-9478
Email: demetrius563@hotmail.com

OBJECTIVE

Enthusiastic and detail-oriented entry-level software developer seeking a part-time or full-time position. Eager to apply the foundational knowledge and problem-solving skills gained at the University of Technology, Jamaica, to real-world projects. Committed to continuous learning and professional growth, I am excited to contribute to a dynamic team and develop my expertise in software development.

Strengths:

- Meticulous attention to detail
- Strong adaptive problem-solving abilities
- Quick learner with the capacity to apply new concepts effectively
- Capable of working efficiently under various time constraints
- Proficient in managing time and meeting deadlines

EXPERIENCE

Sterling legal inc., St. John's, Antigua and Barbuda   *August 2023 – September 2023*

Responsibilities include:

- Task with maintaining and updating online cloud system for file management.

- Ensuring synchronization between online cloud and physical files.

- Checking the calendar for accurate upcoming dates (meetings, appointments, deadlines, court dates).

- Updating attorneys on upcoming or missed deadlines and pending court orders.

JC Legal Solutions, St. John's, Antigua and Barbuda   *September 2019 – January 2023*

Legal Clerk:

- Major task of performing file management for online cloud service and any soft documents.

- Regular calendar management to ensure deadlines are met and schedule appointments.t

- Drafting and proof reading of documents for land matters, civil and company matter for the assigned attorney.

- Main tasks include receiving and serving documents.

EDUCATION

University of Technology, Jamaica,
Bachelor's degree in computer science
Major: Computer Science
Completed major courses:
Programming 1 and 2, Object-Oriented Programming, Database Design, Information Technology

COMPUTATIONAL SKILLS
Platforms: Windows and MacOS
Languages: C, Python, JAVA
Other Languages: SQL
Applications: Microsoft and google workspace

Antigua State College, *Antigua and Barbuda,*
Diploma in Advance level Studies

All Saints Secondary School, *Antigua and Barbuda*
High School Diploma and Caribbean council examinations passes.

OTHER EDUCATION:

Google online IT Specialist course

Areas of study:

- Operating Systems,
- Technical Support Fundamentals,
- System Administration and IT infrastructure services,
- The Bits and Bytes of Computing Network.

SKILLS (soft):

- Problem-solving
- Detail-oriented
- Communication
- Adaptability
- Time management