JADAENE J. BROWN

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CAREER OBJECTIVE

As a Clerk with organizational and communication skills, I am looking for an organization with an atmosphere where I can gain more experience whilst meeting their expectations. In addition to enhancing the organization's customer service and reputation, I aim to achieve my professional growth and development.

WORK EXPERIENCE

Clerk (Hope Worker)   **January 25, 2021 – Present (ongoing)**

National Housing Trust
4 Park Blvd, Kingston

Main Responsibilities

- Update Loan Creation Monitoring report and submit at the end of each month.
- Update Bi Monthly Report and submit every other month.
- Check for daily disbursement of Loan accounts
- Receive file and update focus group, speaking engagements and personal selling logs.
- Respond to telephone call and transfer or redirect calls to the appropriate members of staff or department

Graphic Designer   **June 2018 – Present (ongoing)**

Shepherd House International (Church)

Main Responsibilities

- Part of the team of Graphic Designers who design posters, fliers and short videos for Church events.
- Meet with the pastors to discuss design concepts for upcoming events, use graphics interface software to create and bring concepts to live and present to the pastors.
- Incorporate recommended changes to present the desired final result.

Packer   October 1, 2018 -July 27, 2020

MEC Embroidery
11-13 Maverly Avenue, Complex R1, Unit #9, Kingston 10

Main Responsibilities

- Packing goods in boxes in accordance with time, quality and quantity targets.
- Controlling the quality of the packaged products going out, ensuring they are in mint condition and the company's quality standards are not compromised through sending out unfinished or untidy products.
- Ensuring the quantity of goods received from clients are rightly logged on the client database and likewise with the finished products going out to the client.
- Logging and reporting and defects in finished products and generating daily quality reports.

Graphic Designer (Internship)   June 2018 – June 2018

Frame Art Jamaica
22C Old Hope Road Kingston 5

Main Responsibilities

- Meet with my supervisor and clients to discuss their needs and use design layouts, including selection of colours, images, and typefaces using digital illustration, photo editing software, and layout software to create designs for the client
- Create visual elements such as logos, original images, and illustrations to help deliver a client's message
- Present design concepts to my supervisor and clients
- Incorporate changes recommended by clients or art directors into final designs
- Review designs for errors before printing or publishing them

EDUCATION

University of Technology (September 2, 2019 - Present)

- Bachelor of Science in Computing (pending)

Garmex Academy (2017-2018)

- Certificate in PRINTING AND GRAPHIC ARTS – COMPUTER GRAPHIC ARTS LEVEL 2

Excelsior Community College (2015-2016)

- Information technology Certificate, Caribbean Advanced Proficiency Exams (CAPE) 5
- Principles of business Certificate, Caribbean Advanced Proficiency Exams (CAPE) 5

Norman Manley High School (2010-2015)

- Information technology Certificate, Secondary Examination Certificate (CSEC) 2

- Principles of business Certificate, Secondary Examination Certificate (CSEC) 2
- History Certificate, Secondary Examination Certificate (CSEC) 3
- English Certificate, Secondary Examination Certificate (CSEC) 2
- Mathematics Certificate, Secondary Examination Certificate (CSEC) 2
- Principles of account Certificate, Secondary Examination Certificate (CSEC) 3

SPECIAL ATTRIBUTES (SKILLS)

- Teamwork – Work well within a team to execute tasks assigned
- Graphics design – Highly competent
- Willingness to learn
- Good communication skills

SOFTWARE APPLICATION (advanced level competency)

- Microsoft Word
- Microsoft Excel
- Microsoft Database
- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator

REFERENCES

Available on request