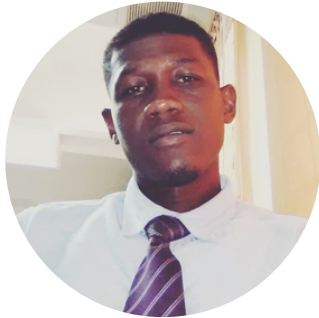


# OTIS VALENTINE



Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues.

Quickly learn and master new technology; equally successful in both team and self-directed settings; and proficient in a range of computer systems, languages, tools, and testing methodologies.

## Contact

- 1876-289-2217
- otisv23@yahoo.com  
cashp85@gmail.com
- <https://otisvalentine876.github.io/resume/>
- 85 Sunrise Crescent,  
Kingston19, St. Andrew

## Skills

- Graphic Design
- Website Design
- Computer Repair
- Customer Service
- Digital Marketing
- Search Engine Optimization

## Languages

HTML5, JavaScript, CSS, C++,  
Pascal

## Software

Microsoft Office, Adobe  
Photoshop, Adobe Illustrator

## Experience

### St. Thomas Health Department (Oct 13 – Apr 22)

54 Lyssons Road, Morant Bay, St. Thomas

Health Records/Data Entry Clerk

registering clients/patients both manually and database, setting appointments; document preparation- memos, invoices, reports.

### Electoral Office of Jamaica; St. Thomas Eastern (Apr 12 – Nov 12)

15 Queen Street, Morant Bay St. Thomas

Data Entry Clerk/Verifier

Collecting, recording and organizing sensitive demographical data, in a clear, logical and sequential manner.

### Hampton Court Community Centre (May 09 – Jan 10)

Hampton Court, Golden Grove, St. Thomas

HEART Trust/NTA, EUBSRP - Facilitator

troubleshooting within a networking environment, including system crashes, slow-downs, and data recoveries; timely documentation,(if appropriate), resolution, and troubleshooting; assisting trainees with remedial ICT programs.

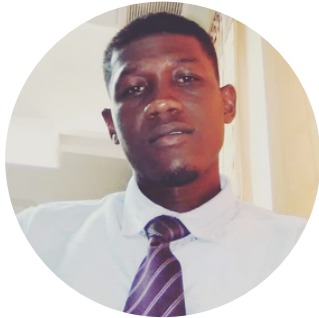
## Education

THE UNIVERSITY OF TECHNOLOGY, JAMAICA  
Computing & Information Technology (Year 2) Aug 07 - Sep 10

THE UNIVERSITY OF THE WEST INDIES, MONA  
Pre-requisite Courses May 06 - Jun 06

ST. THOMAS TECHNICAL HIGH  
Credit Diploma in Business Studies Sep 97 to Jun 02

# OTIS VALENTINE



Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues.

Quickly learn and master new technology; equally successful in both team and self-directed settings; and proficient in a range of computer systems, languages, tools, and testing methodologies.

## Contact

- 📞 1876-289-2217
- ✉️ otisv23@yahoo.com  
cashp85@gmail.com
- 🌐 <https://otisvalentine876.github.io/resume/>
- 📍 85 Sunrise Crescent,  
Kingston19, St. Andrew

## Skills

- Graphic Design
- Website Design
- Computer Repair
- Customer Service
- Digital Marketing
- Search Engine Optimization

## Languages

HTML5, JavaScript, C++, Pascal

## Software

Microsoft Office, Adobe  
Photoshop, Adobe Illustrator

## Qualification

- |                               |   |
|-------------------------------|---|
| • CSEC Mathematics            | 3 |
| • CSEC English A              | 3 |
| • CSEC Information Technology | 3 |
| • CSEC Principles of Accounts | 3 |
| • CSEC Principles of Business | 2 |
| • CSEC Social Studies         | 2 |

## Awards

- PriceSmart Certificate for Outstanding Membership Sales/Renewals.
- HEART Trust/NTA, European Union Banana Sector Re-Training Project Certificate of Appreciation.
- Inter-American Development Bank, The Jamaica Business Development Corporation Certificate of Participation in Fire Safety, Environmental Awareness, Intellectual Property Rights, Food Safety and Business Guidelines.

## References

Dr. Steve R. Weaver Ph.D., RN  
Lecturer, The University of the West Indies  
**Phone:** (876) 564-2691

Mr. Clement Applewhaite  
Justice of the Peace, St. Thomas  
**Phone:** (876) 348-8089