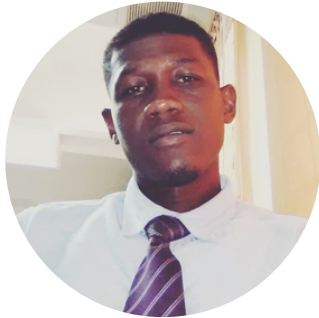


OTIS VALENTINE



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/>
- 📍 Duckenfield, Golden Grove, St. Thomas, Jamaica

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.

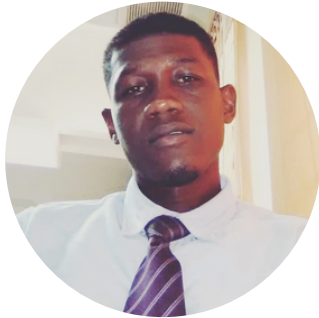
Education

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

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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