

Nika C. Barrett

32 Bowens Road, Kingston.

Cell: 876-831-4385 nikabarrett1234@gmail.com

Core Competencies

- Flexible and Adaptable
 - Administrative Skill
 - Negotiation
 - Financial Record Keeping
 - Customer Service and Support
 - Analytical and problem-solving
 - Information Technology
-

Education

University of Technology, Jamaica

Bachelor's Degree, Computer Science

Pursuing (August 2026)

- **Information Technology major**
- **Multimedia Technology minor**

Holy-Childhood High School

Caribbean Secondary Examination Certificate (CSEC)

2015-2020 Nine (9) CSEC Subjects

Experience

Calabar High School

Clerical Assistant

September 2024 – Current

- Human Resource Administrative Support.
 - Updates staff registers.
 - Prepares reports for the Ministry of Education (vacation, sick and personal days).
- Accounts receivable management.
 - Maintenance of payment receipt database.
 - Data input and validation of payments.
- Financial Administration and Reporting.
 - Reconciliation of bank accounts.
 - Liaise with financial institutions when discrepancies are identified.
- Records and Document management.
 - Maintain filing systems (physical and digital) of HR, Financial and Administrative records.
 - Maintain confidentiality and ensure proper handling of sensitive documents.
- Management of Calabar's Tax Administration, Jamaica Zero Rating portal.

- o Upload relevant documentation (invoices, receipts etc) to support applications for tax exemptions and zero-rating purposes.

Electoral Office of Jamaica

Data Collection Officer

August 2023 – April 2024

- Data Entry and Management.
 - o Input accurate data into the Electoral Registration System (ERS)
 - o Transferred data from scanned documents into the database, ensuring precision and completeness.
 - o Maintained data integrity (limit omissions and duplications)
- Quality Assurance Reviewed records for discrepancies or incomplete entries and corrected errors in a timely manner.
 - o Supported system accuracy by adhering to data entry protocols and flagging questionable information for verification.

Electoral Office of Jamaica

Procurement Clerk

June 2023 – August 2023

- Prepared, reviewed and submitted purchase orders in accordance with internal procurement procedures, ensuring accuracy and completeness.
 - Tracked order statuses to guarantee timely delivery and avoid disruptions.
 - Managed the procurement database by inputting and regularly updating suppliers' contact details, quotations and transaction history.
 - Ensured all relevant procurement documents were properly filed and accessible, both in digital and physical formats.
 - Liaised with suppliers to obtain quotations for goods and services.
 - Evaluated quotations and ensured compliance with procurement standards.
 - Negotiated pricing, payment and delivery terms, ensuring cost-effective rates and schedule met internal timelines and budget constraints.
-

Skills

- Digital Media Design**
- Basic Programming**
- Database Design**
- Google Suite**
- Web Design/ UX Design**
- Administrative Support**
- Software Testing**
- Animation Design**
- Video Effects**
- Troubleshooting**