

# Sa-Yoor Headley

## WEBSITES/LINKS

[Email](#)  
[Github](#)  
[LinkedIn](#)  
[Portfolio](#)  
[Live Resume](#)

## PROGRAMMING LANGUAGES AND FRAMEWORKS

### **Front End**

React  
Javascript  
SCSS  
Tailwind  
CSS  
HTML

### **Back End**

Node  
Express  
**Database**  
SQL

### **Other**

Google Apps Script  
Git  
Python  
C

## TOOLS

Visual Studio Code  
Git  
Github  
Figma  
Terminal/Command Line  
Photoshop  
Google Docs  
Google Sheets

## PROFILE

Equipped with a promising skill-set. Passion for problem solving and creative solutions. Able to effectively self-manage during independent projects, as well as collaborate as part of a productive team.

## EMPLOYMENT HISTORY

### **Programmer, Express International Inc. - Remote**

**Dec 2021 - Sep 2021**

Built a full stack candidate management application using React, SCSS, Node JS, Express and SQL.

Built, refactored and debugged multiple scripts using Google Apps Script that were used to manage candidate information in Google Sheets, Docs and Forms.

Tools and/or Tech Stack Used: Google Apps Script | Javascript | React | SASS/CSS | Node | Express | SQL | HTML.

Writing new computer codes to fit existing software, apps or programs  
Sourcing existing code from open code libraries or databases developed by a company  
Thoroughly testing computer programs and recommending updates or changes before release  
Training new users to use updated programs or hardware  
Debugging computer programs experiencing faults and glitches  
Developing security systems and procedures to protect users from hacks and programs from viruses  
Keeping up-to-date on new developments and advances in coding and software development  
Ensuring that all code and software complies with data protection laws and security regulations

### **Cashier, Linden Utility Services Co-Op Society, Ltd. - Linden Guyana**

**Nov 2020 - Dec 2021**

Tools and/or Tech Stack Used: Quickbooks POS | Microsoft Excel.

Handle cash, credit, and check transactions with customers  
Ensure pricing is correct  
Issue change, receipts, and refunds

## **SKILLS**

Responsive Web Design  
Microsoft Office Suite  
Analytic and Creative Problem Solving  
Computer Networking  
Computer Repair  
Customer Service Skills  
Quickbooks Point of Sale System

Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change  
Resolve customer complaints, guide them and provide relevant information  
Keep reports/records of transactions  
Process returns

### **Management Information Systems Officer (Fixed Term Contract), Linden Utility Services Co-Op Society, Ltd. - Linden Guyana**

**Nov 2019 - Sep 2021**

Tools and/or Tech Stack Used: Windows Server 2016 | Microsoft Excel | Microsoft Word.

Develop and maintain broad knowledge of the company's technology requirements and needs  
Manage process improvements for increased efficiency  
Plan and manage software and hardware installations and upgrades  
Perform periodic maintenance and servicing of computer systems, printer, and networking equipment  
Monitor performance regularly to avoid unplanned outages and downtimes  
Provide help-desk support for OS issues, network problems, and software upgrades, etc.  
Track and monitor the security of hardware and software systems

### **Graphic and Sales Clerk (Fixed Term Contract), Linden Utility Services Co-Op Society, Ltd. - Linden Guyana**

**Oct 2019**

Tools and/or Tech Stack Used: Microsoft Excel | Microsoft Word.

Greet and assist customers  
Upselling items to customers based on the items they have chosen  
Replace merchandise on shelves and keep track of items in storage  
Arrange special sales and clearance items at the front of the store for maximum visibility  
Provide customers with genuine guidance and support

### **Coding Instructor, Ministry of Public Telecommunication (Guyana) - Linden Guyana**

**Aug 2018 - Sep 2019**

Tools and/or Tech Stack Used: HTML | CSS | Python | Java | SQL | Microbit.

Teaching coding languages (HTML, CSS, Python, Java, SQL, and Microbit) to children aged 5 to 18  
Work along with another Instructor to manage student learning and ensure a positive experience for students and families

Design and use a curriculum to teach and lead children in their lessons and projects  
Come up with creative ideas that children can implement in their projects  
Be able to respond to parent questions about their child's progress  
Assessing a student's level of interest in the programme

## **EDUCATION**

### **Diploma in Computer Science, Linden Technical Institute - Linden, Guyana**

**2019**

Credit

English Language	B-
Management	B-
Mathematics	B-
Statistics	A
Software	B
Hardware (Phase Test)	A+
Programming	A-

### **CSEC, Christianburg Wismar Secondary School - Linden, Guyana**

**2017**

EDPM	1
English A	2
Geography	2
Information Technology	1
Industrial Technology (Building)	1
Industrial Technology (Electrical)	1
Industrial Technology (Mechanical)	2
Integrated Science	2
Mathematics	1
P.E. and Sport	1
Physics	3
Technical Drawing	1

## **COURSES**

**Responsive Web Design, freeCodeCamp**

**Dec 2021**

**Introduction and Delivery of Competency-Based Training, Council for Technical & Vocational**

## **Education and Training**

**Jul 2019**

**Customer Care, Linden Technical Institute**

**Apr 2019**

**Micro Enterprising, Linden Technical Institute**

**Apr 2018**

## **INTERNSHIPS**

**Assistant Computer and Network Technician, Linden Hospital Complex - Linden Guyana**

**Jul 2017 - Aug 2017**

Tools and/or Tech Stack Used: Networking Tool Kit

Design and install well-functioning computer networks, connections, and cabling

Perform troubleshooting to system failures and fix them to ensure long term efficiency of network

Inspect network infrastructure and fix major or minor problems/bugs

Organize and schedule upgrades and maintenance without interrupting workflow

Provide help-desk support to employees