




SAMANDA BRADLEY

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 425 Neto Way, Kingston 12,
St. Andrew, Jamaica

CAREER GOALS

To be given a chance to maximize my abilities and contribute to the growth of the business while learning new skills.

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- C (Programming Language)
- Python (Programming Language)
- Communication

LANGUAGES

English, Fluent

WORK EXPERIENCE

- Ministry of Health and Wellness, HPPB (duration 1 month)
- Fusion BPO Services (duration 1 month)
- Support Service Groups (duration 2 months)
- e-Biome promoter (temporary)
- University of Technology Jamaica, Co-operative Education Unit

Area of Service:

- Temporary Secretary
- Customer Service Agent
- Customer Service Agent
- Student Intern

EDUCATION

HIGH SCHOOL DIPLOMA

*Convent of Mercy Academy 'Alpha' ,
Kingston, St. Andrew, Jamaica
(2020-2022)*

*St. Hugh's High School for Girls, Kingston,
St. Andrew, Jamaica (2015-2020)*

SCHOOL LEAVING CERTIFICATE

*Rollington Primary School (2013-2015)
Trench Town Primary School (2009-2013)*

VOLUNTEER SERVICE

- I was the score and time keeper for a Taekwondo Tournament held at the University of Technology for 8 hours.
- Palisadoes Beach Clean-up for 4 hours (October 2022)
- Grace Kennedy Campus Connect Food Bank (assisted with packaging and distribution) - 27 hours (November- February 2023)
- Volunteer for Race for Hope-6 hours (January 2022)
- National Preservation Foundation (filing documents) - 5 hours (February 2023)
- Tarrant Primary School Beautification (painting an auditorium and classroom)

HOBBIES

- Watching Television.
- Surfing the Net.
- Listening Music

REFERENCE

Roland Ramsey

Telephone: (876) 4263316

Errol Graham

Telephone: (876) 8094689

QUALIFICATIONS

CXC-GENERAL

- Mathematics, Grade **I**
- English Language, Grade **I**
- English Literature, Grade **I**
- Information Technology, Grade **I**
- Electronic Document Preparation Management, Grade **I**
- Principles of Business, Grade **I**
- Economics, Grade **I**
- Physics, Grade **I**
- Integrated Science, Grade **I**

(CXC)-CAPE UNIT 1

- CAPE Communication Studies, Grade **I**
- CAPE Computer Science Unit 1, Grade **I**
- CAPE Physics Unit 1, Grade **II**
- CAPE Pure Mathematics Unit 1, Grade **III**

(CXC)-CAPE UNIT 1

- CAPE Caribbean Studies, Grade **III**
- CAPE Computer Science Unit 2, Grade **III**
- CAPE Physics Unit 2 , Grade **I**
- CAPE Pure Mathematics Unit 2 , Grade **III**