

Marlon Brown

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PROFESSIONAL PROFILE AND AREAS OF PROFICIENCY

- Excellent organization, planning and time management skills with the experience required to handle demanding schedules and rigid deadlines.
- Ability to develop, produce and market multimedia products, programs and services.
- Strong knowledge of computer software applications including spreadsheet and word-processing applications.
- Design and programming of computer-based interactive products that incorporate text, graphics, sound, animation and video.
- Ability to design websites and webpages.
- Ability to create multimedia product designs.
- Critical thinker who can master new concepts rapidly and convey them to others.
- Adept at researching, organizing, reporting and presenting information.
- Strong written and oral communication skills.
- Motivated and results oriented.

PROFESSIONAL EXPERIENCE

Sagicor Life Jamaica - Kingston, Jamaica W.I.

2003 – 2015

Data Analyst, Employee Benefits Division

Responsibilities included:

- Ensuring the accuracy of pension contributions and payments submitted.
- Overseeing the reconciliation of inflows and outflows.
- Authenticating and updating records on the operating system and providing general administration of the department.
- Processing customer contributions and arranging payment of pensions and lump sums.
- Keeping abreast of changes in legislation as it relates to pension and tax.
- Enrolling new employees in pensions system and maintaining client files.
- Preparing weekly reports to management.
- Providing required data and information for administrator statutory reporting.

New Horizons for Primary Schools - Kingston, Jamaica W.I.

2000 - 2002

Packaging and Distribution Clerk

Responsibilities included:

- General warehouse duties to support inventory, integrity and order processing.

EDUCATION

Borough of Manhattan Community College

Associate Degree – Multimedia Programming

August 2015 – Present

General Education Development Certificate

January 2015

City and Guilds of London Institute

Certificate in Engineering Science

July 1998

Dunoon Park Technical High School

High School Diploma

June 1998

PROFESSIONAL DEVELOPMENT

- Loyal for Life (Service Quality Institute)
- Remember Me (Service Quality Institute)
- Understanding Pension Management (Sagicor Life Jamaica)
- Anti-Money Laundering Examination Seminar (Sagicor Life Jamaica)
- Bridging the gaps through promoting and understanding pensions management (Financial Services Commission)

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AWARDS

Sagicor Life Jamaica – *Employee of the Month*

October 2012