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| **Miguel Gerard Paul Miller**  46b Saddle Road, San Juan  8687495771  868-3992939  8686748921  mgp\_miller@yahoo.com |  |

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| Objective | To acquire a position in your organization |
| Skills | **Auto mechanics and alignment specialist, Domestic Electrical installation, Computer technician**  **support and repairs, Graphics designer, Photographer, Video Editor, Sound Technician, Web content, Cake decorating advisor, Events Coordinator, Inventory clerk, Business Administration and Management, interpersonal skills, Catering-Food preparation and server, Crafty / handy and driving.** |
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| Education | The Business and Technology Center  Institute of Commercial Management - Diplomas   * Business Management and Administration – August 2009 Grade B * Computer Applications - December 2009 Grade B * Computer System Support - May 2008 Grade B * Numeracy and Accounting - March 2006 Grade A * Hardware and Computer Architecture - January 2006 Grade B * Human Resources Management - September 2005 Grade B * System and Database Theory - September 2003 Grade C * Systems Analysis and Design - November 2002 Grade B * Business Study Group Certificate - August 2002 (Assoc. equivalent) * Computer Operations and Appreciation - March 2001 Grade B * Management and Computer Systems - August 2001 Grade C * Computer Appreciation and Applications - October 2001 Grade A * Information Processing - January 2001 Grade C * Management Information Systems - August 2000 Grade B |
|  | **Valsayn Teachers College**   * Teachers Diploma - August 2004 (Assoc. equivalent)   **The Business and Technology Centre**   * Computer Studies GCE - July 1997 Grade B * Understanding Computers Pitman - December 1996 Grade First Class   **Belmont Boys Secondary School**   * English A CXC General Grade 2 * Mathematics CXC General Grade 2 * Principles of Business CXC General Grade 2 * Principles of Accounts CXC General Grade 2 * Human and Social Biology GCE Grade B   **SkillSoft - Certificate of Compeletion**   * Identifying, Adding and removing System Components * System Resourses and Installing and Configuring IDE and SCII Devices * Installing, Configuring, and Optimizing Computers * Diagnosing and Troubleshooting * Memory, Motherboards, and Processors * Printers, maintenance, and safety Issues * Basic Networking * A+ Core Hardware * Operating System Technologies: Concepts and Installation * Operating System Technologies: Configuration * Operating System Technologies and the Networking Environment   **The University of the West Indies- School of Continuing Studies**  Electrical Installation Grade A  **Online Coures: (Alisons Online Courses)**  Operations Management – **Diploma**  Multimedia Development - **Diploma**  Graphics design – Visual and Graphic Design  [Google SketchUp for 3D Modelling](http://alison.com/cert/)  [Basics of Electrical Technology](http://alison.com/cert/) |
| Experience | Expediter / Inventory Clerk  April 2012 to present  Expedites goods and keeps inventory count of goods coming in and going out  Technical and Service Coordinator  September 2012 to February 2012  Oversees all Technicians and technical aspects, and dispatch them to various job sites  Teacher 1  September 1999 to April 2012  To Teach and Discipline students  **Computer Technician**  Services, repair and maintain computers upgrades and performance  **Technical Assistant in appliance repairs**  Aided in the installation and repair of appliance in homes  **Electrical Installation quality control assistan**t  1997 July – August 1999  Oversee/assist in the installation of cable and ensuring the correct placing of cables to panels  **Labourer / Electrician**  1997 July  Installation of Electrical Cables, wiring  **Mechanic / Alignment specialist**  1991 January – June 1997  Mechanical repairs and Tyre services  **Pascal Bakery –** Driver |

**Part time/ Side line jobs**

Event Coordinator

*Food Preparation Worker*

Food Servers

Marketing Coordinator

Graphic Designer

*Photographer*

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*Video Editor*

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*Sound Engineering Technician*

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Web Content Specialist