Career Objective

To be an asset to your organization through the use of my skills and talents as efficiently and effectively as possible, thereby becoming a reliable member of staff while, at the same time learning and challenging myself to become a well-rounded individual.

Work Experience

Administrative Assistant/ICT Technical Support (O.J.T)

*San Juan Boys R.C Primary School* 11/2014 – 02/2017

* Prepared the relevant documents for the students scheduled to write the C.A.C and S.E.A Exams.
* Registered students and assembled their packages to submit to the Ministry of Education.
* Recorded and uploaded students’ scores to the Ministry’s portal in a timely manner.
* Assisted the Principal with her some of her daily tasks and over saw some administrative operations.
* Maintained the schools computers, laptops and printers and ensured its effective functioning.
* Substituted for the B.O.A while on vacation and maternity leave.

Systems/Network Administrator

*International Cargo Services Ltd.* 01/2013 – 10/2014

* Maintained the company’s network of computers, laptops and printers.
* Ensured that all software was updated and functioning effectively.
* Sourced new programs to help with efficiency of daily business operations.
* Made contact with vendors and customers ensuring timely and safe delivery of shipments.
* Kept records of stock and replenished when needed.
* Data entry for company’s accounts and client records.

Data Entry Clerk

*Christian Booksellers* 02/2012 – 12/2012

* Entered the linx and credit card receipt data into a database for account purposes.
* Coordinated the delivery of book shipments.
* Entered items into the point of sale system.
* Tallied the end of days sales against the point of sales read out.
* Assisted customers with identified needs.

Education

* Bachelor of Science: Computer Science Currently

The University of Hertfordshire *(through CTS College)*

*Completed semester A and currently in semester B of the final year of the program.*

* ABMA Education (UK)

Level 6 Diploma in Computing and Information Systems

* ABMA Education (UK)

Level 5 Diploma in Computing and Information Systems

* Caribbean Examination Council (C.X.C O Levels)

Mathematics - II English - II Information Technology - III

Principles of Business - II Social-Studies - III

* CTS School of Business and Computer Science Ltd. Presently
* St. Mary’s College 2009-2010
* Belmont Boys’ R.C Secondary 2004-2009

Information Technology Certificates

Cisco Certified Network Associate 2016 \**Certification date set for 30th March, 2017*

CompTIA Network+ 2015

CompTIA A+ 2014

Skills

* Leadership Graphic Design
* Interpersonal Web site and mobile application prototype development
* Public Speaking PC/Laptop and Cell phone repairs

References

* Mrs. Michelle Cornwall-Browne

Guidance Officer 1

(M) +1-868-620-4508

* Ms. Teresa Roberts

Principal Primary (Ag.)

(M) +1-868-738-1881