**Jesse D. Bernard**

**Date of Birth** 18th May, 1994

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**Education**

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| **2016 – 2017** | **Microsoft Office Specialist – Access 2013; University of the West Indies, St. Augustine** (Passing score: 820) |
| **2014 – 2015** | **Caribbean Advanced Proficiency Examinations, Private Candidate:** Information Technology Unit 2 (Grade I) |
| **2013 – 2014** | **Caribbean Advanced Proficiency Examinations, Fyzabad Anglican Secondary School:** 6 CAPE subjects: - Biology Unit I (Grade II), Biology Unit II (Grade IV), Chemistry Unit I (Grade III), Chemistry Unit II (Grade III), Environmental Science Unit I (Grade II), Environmental Science Unit II (Grade II), Communication Studies (Grade IV) and Caribbean Studies (Grade III).  **Caribbean Advanced Proficiency Examinations, Private Candidate:** Information Technology Unit I (Grade III) |
| **2007 – 2012** | **Caribbean Secondary Education Certificate:** 8 CSEC Subjects: - Biology (Grade II), Chemistry (Grade I), English A (Grade I), Information Technology (Grade I), Mathematics (Grade II), Physics (Grade II), Social Studies (Grade II), Spanish (Grade III) |
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**Employment History**

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| **2014 – 2016** | **Clerical Assistant, Fyzabad Anglican Secondary School**  I was responsible for, not limited to, handling and forwarding of correspondence to various departments and administration, providing assistance to parents and students in any issues that may arise, answering phone calls and forward it to relevant personnel’s, handling of various office equipment, data entries etc. |
| **2014 – 2014** | **Administrative Assistant, Daleem General Contracting Limited**  I was in charge of revising and redesigning their company’s profile by giving it a more modern and easy to read look, redesigning various company flyers as well as being a database administrator for the company’s database. |

**Position of responsibility held**

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| **2016 – 2017** | **Member of the University of the West Indies Department of Computing and Information Technology’s Staff and Student Liaison Committee**  I represented as a representative for INFO 1600 – Introduction to Information Technology in Semester I followed by INFO 1601 – Introduction to WWW Programming in Semester II  **Member of the University of the West Indies’ Habitat for Humanities, Campus Chapter**  I was closely involved in various build projects, charitable events and activities being done at the group. |
| **2013 - 2014** | **Head Boy and School’s Prefect, Fyzabad Anglican Secondary School**  I responsible to maintain order within the school as well as serving the liaison between the Deans of Discipline and the other school prefects in school.  **President of the Fyzabad Anglican Secondary School’s Act of Kindness Club**  I’ve help organized fundraising campaign in order to help the less fortunate in our society as well as render any assistance to those in need. |
| **2011 – 2012** | **Public Relations Officer for Fyzabad Anglican Secondary School’s RBC Young Leaders**  I was in charge of handling the school Young Leader’s social media account as well as help promote their activities throughout the public. Nominated for the Most Outstanding Young Leader. |

**Other skills:** Extensive knowledge of Microsoft Access, Word, PowerPoint and Excel. Competent knowledge of Linux and its operating system. Able to speak French at a conversational level.

**References:**

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| Avinash Maharaj  #3 Victoria Street,  La Romaine  ICT Technician  Work: 677-7439 | Salisha Khan-Khadaroo  #7 Small Trace, Thick Village,  Fyzabad  Teacher III  Home: 225-2078  Mobile: 395-0854  Work: 677-7439 |