CRUZE MCFARLANE

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**MICROSOFT OFFICE SKILLS**

Access, Excel, PowerPoint, Visio, Word, Publisher, Outlook – **(Advanced)**

**EDUCATION**

2011 – 2016: BSc. Computer Science & Economics | University of the West Indies (UWI)

2012 – 2013: Trained Customer Service Provider | Red-Stripe

2009 – 2011: ASc. Business Studies (Hon.) | deCarteret College

2009 – 2011: Diploma | deCarteret College

2009 – 2011: 10 CAPE Units | deCarteret College

2007 – 2009: 07 CSEC Subjects | deCarteret College

**AWARDS**

2014 – 2015: American Friends of Jamaica

* *Academic Bursary (for 4.08/4.3 GPA)*

2013 – 2014: Dean’s List

* *4.08/4.3 GPA, Semester II*

2012 – 2013: Office of the Prime Minister

* Tuition Grant

2008 – 2009: Jamaica Association of Principals of Secondary Schools

* CXC CSEC Award: Principles of Business **(3rd place in Jamaica)**

**INTERESTS**

Entrepreneurship, Design, A.I., Web Dev/Technologies, Robotics, Math/Algorithms, Tech-formation

**PERSONAL ATTRIBUTES**

Ability to work without supervision, team player, Independent, Initiative, Strong-Willed, flexible, adaptable, dependable, dexterous, action oriented

#### PROFESSIONAL EXPERIENCES

**Sept. 2015 – May 2016:** Lab Assistant | Department of Computing, UWI Mona

* *Grade first year computing & engineering students’ labs*
* *Supervise Labs*
* *Setup/Maintain computers*

**Oct. 2015 – Mar 2016:** New Business Clerk | National Commercial Bank Insurance Company Ltd.

* *Vet insurance applications*
* *Enter applicants into database*

**Dec 2013 – Sept 2015:** Student Assistant | Library, UWI Mona

* *Maintenance*
* *Handy-man*

**May 2015 – Aug 2015:** Student Assistant | Office of the Deputy Principal, UWI Mona

* Research, *Administrative, Front Desk*
* *Graphics Design*
* *Web Development, Data Visualization*

**Oct 2013 – Mar 2014:** Secretary III | Department of Chemistry, UWI Mona

* *Administrative*

**April – May 2013:** Student Assistant | Office of Special Student Services, UWI Mona

* *Assist blind students*

**Nov 2012:** Student Assistant | Alumni Office, UWI Mona

* *Market the University, Attract alumni, Sell Alumni cards*

**Jan 2011 - April 2011:** Store Assistant | Christian Literature Book Store, Mandeville

* *Sell books, greeting cards, etc.*
* *Bookkeeping*
* *Repair/service of computer*
* *Attend to customer requests*

#### VOLUNTARY EXPERIENCE

2015 - 2016, Computing & Society, UWI

2014 - 2015, UWI-Leads, UWI

2013 - 2014, UWI-Leads, UWI

2012 - 2013, Young Investors Club, UWI

2012 - 2013, Hope Valley Mentorship Programme, UWI

2011 - 2012, Treasurer: A.Z. Preston Hall Sherwood Manor, UWI

2011 - 2012, Craig Town Mentorship, UWI

2011 - 2012, A.Z. Preston Hall Activities, UWI

2010 - 2011, 60 hours Community Service, deCarteret College

2010 - 2011, V.P. Cyber Club (Co-Founder); Chaplin of Music Club; Interact Club; deCarteret College