



## SUMMARY

Detailed and results-oriented professional, with 5+ years' experience as a Database Administrator in a fast-paced sector. Proven work ethic with systems development and informatics, business process reengineering and optimization, database and network management, and accounting administration. MSc. (distinction) graduate in Renewable Energy Management, with a BSc. background in Mathematics and Physics, seeking to leverage technical and analytical skills to support business efficiency.



## WORK EXPERIENCE

### Database Administrator/Group Accounts

Aug 2015-Nov 2020

Foster & Ince Cruise Services Inc., Harbour Business Park, St. Michael, Barbados

- Provided general IT support for the group of companies (5+ subsidiaries)
- Email server management
- Database design, development, integration and maintenance, ensuring upkeep of data integrity
- Data mining, research and analysis
- Managed database access protocols, and enacted data administration policies
- Wrote scripts to aid with data processing and/or collection – VB, VBA, SQL, Python
- Developed user internet network security protocols and standard operating procedures
- Managed data back-up and archiving procedures, and deployed disaster recovery plans
- Liaised with third-party programmers, operational staff, IT project managers and other technical professionals to fulfil the company's data handling and communication requirements
- Defined and documented business objectives, through staff consultation, at all levels
- Researched and deployed systems across the group, to support business optimization processes
- Provided user training and feedback analysis
- Authorized signatory on company's business accounts – banks and other vendors
- Supervised IT administrative team

#### - With Accounts Supervisor roles (Aug 2016-Oct 2017)

- Supervised the bookkeeping for 3 additional subsidiaries
- Prepared monthly and year-end financial reports for top-level management
- Performed bank and GL reconciliations
- AR control; AP administration; supported fixed-asset management
- Assured compliance with accounting policies and assisted with audit schedules
- Tax and VAT filing
- Supervised a team of five (5) Accounts Clerks

### Accounts Clerk

Oct 2011-July 2015

Foster & Ince Cruise Services Inc., Harbour Business Park, St. Michael, Barbados

- Complete processing of AR and AP, including invoice reconciliations and disbursements
- GL processing and reconciliations
- Data entry and operation within accounting department, using SAGE 300 ERP and MS Excel
- Daily bank balance and end-of-month reconciliations
- Weekly payroll
- Assisted with company's IT requirements and procedures
- Tax and VAT filing



## EDUCATION

### MSc. Renewable Energy Management

2016-2019

Designation with Distinction

The Centre for Resource Management and Environmental Studies (CERMES), The University of the West Indies, Cave Hill Campus, St. Michael, Barbados  
*Educational credential assessment by World Education Services (WES)*

### BSc. Mathematics and Physics (Double Major)

2007-2011

The University of the West Indies, Cave Hill Campus, St. Michael, Barbados  
*Educational credential assessment by World Education Services (WES)*

### ASc. Technical Studies with CAPE, CXC

2005-2007

Queen's College, Husbands, St. James, Barbados  
*Physics, Mathematics, Geometrical and Mechanical Engineering Drawing, Caribbean Studies, Communication Studies*



## SKILLS

### Technical Skills

- VBA, VBScript
- Python, Django
- SAS Programming
- MS Access, SQLite, MySQL
- HTML5, CSS3, Bootstrap
- PHP, JavaScript, JSON, JQuery
- Computer networking and network security
- Database management
- System administration and troubleshooting
- Project and process management
- Finance and accounting administration

### Software Skills

- MS Office (Word, Excel, PowerPoint)
- SAGE 300 ERP
- Intuit QuickBooks
- Tableau
- Windows OS, MAC OS, Linux
- Android OS, iOS for mobile devices
- Spiceworks Help Desk
- Asset Tiger – asset management

### Personal/Other Skills

- Excellent verbal and written communication skills
- Applied presentation skills
- Analytical, committed and team-oriented
- Customer service
- Well organized, timely and confidential
- Professional and approachable
- Adaptable and reliable
- Ability to supervise or lead
- Ability to work efficiently in unsupervised or supervised settings, independently or with teams
- Ability to multitask with heavy loads, under pressure, in fast-paced environment



## ACTIVITIES/INTERESTS

- Active motorsport/rally racing competitor, claiming a number of awards - conferred by The Barbados Motoring Federation (BMF), affiliates of the Fédération Internationale de l'Automobile (FIA)
- Image, video and audio editing, mainly for promotional purposes and blogging
- Music, travelling, networking, kayaking, snorkeling, archery, hiking, general exploration, trivia, research – previous member of The Duke of Edinburgh Award
- Conservationist – past volunteer for The Barbados Sea Turtle Project



## OTHER CERTIFICATES/AWARDS

### Professional Certificates

- |                                                                    |                                                           |          |
|--------------------------------------------------------------------|-----------------------------------------------------------|----------|
| • <b>Google IT Support</b><br>Google (via Coursera)                | IT security, IT and systems administration,<br>Networking | Sep 2020 |
| • <b>Google IT Automation with Python</b><br>Google (via Coursera) | Python, GitHub                                            | Sep 2020 |
| • <b>SAS Programmer</b><br>SAS (via Coursera)                      | SAS Programming                                           | Nov 2020 |

### Specializations

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|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------|
| • <b>Excel Skills for Business</b><br>Macquarie University (via Coursera)                                               | MS Excel, VBA                                                                 | Sep 2020 |
| • <b>Python for Everybody</b><br>University of Michigan (via Coursera)                                                  | Python, MySQL                                                                 | Sep 2020 |
| • <b>Excel/VBA for Creative Problem Solving</b><br>University of Colorado Boulder (via Coursera)                        | MS Excel, VBA                                                                 | Oct 2020 |
| • <b>Excel to MySQL: Analytic Techniques for Business</b><br>Duke University (via Coursera)                             | Tableau, MS Excel, MySQL                                                      | Oct 2020 |
| • <b>AWS Fundamentals</b><br>Amazon Web Services (via Coursera)                                                         | Amazon Web Services, Cloud migration,<br>XML, JSON                            | Oct 2020 |
| • <b>Web Applications for Everybody</b><br>University of Michigan (via Coursera)                                        | PHP, MySQL, HTML5, CSS3, PHP, SQL,<br>JavaScript, jQuery, JSON                | Oct 2020 |
| • <b>Web Design for Everybody: Basics of Web Development &amp; Coding</b><br>University of Michigan (via Coursera)      | HTML5, CSS3, JavaScript, Bootstrap                                            | Oct 2020 |
| • <b>Project Management &amp; Other Tools for Career Development</b><br>University of California, Irvine (via Coursera) | Project Management, Negotiation                                               | Oct 2020 |
| • <b>Project Management Principles and Practices</b><br>University of California, Irvine (via Coursera)                 | Project Management, Budgeting, Managing<br>Risks                              | Nov 2020 |
| • <b>Python 3 Programming</b><br>University of Michigan (via Coursera)                                                  | Python                                                                        | Nov 2020 |
| • <b>Django for Everybody</b><br>University of Michigan (via Coursera)                                                  | Django, Python, HTML5, Bootstrap, GitHub,<br>SQLite, JavaScript, jQuery, JSON | Nov 2020 |

### Miscellaneous

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|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| • <b>Caribbean Advanced Proficiency Examinations</b><br>CXC (via Queen's College)                                        | Mathematics, Physics, Geometrical and<br>Mechanical Engineering Drawing,<br>Communication Studies, Caribbean Studies                                                                                                                                         | 2006-2007 |
| • <b>Caribbean Secondary Education Certificates</b><br>CXC (via Queen's College)                                         | Principles of Business (Merit), Principles of<br>Accounts (Distinction), Mathematics<br>(Distinction), English Language (Distinction),<br>English Literature (Merit), Physics (Merit),<br>Geography (Merit), Technical Drawing (Merit),<br>French, Chemistry | 2005-2006 |
| • <b>Cambridge Additional Mathematics</b><br>University of Cambridge International<br>Examinations (via Queen's College) | Advanced Mathematics                                                                                                                                                                                                                                         | 2005      |



## REFERENCES

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