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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 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

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

Specializations

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

Miscellaneous

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



REFERENCES

- **Mark Codrington**
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 Bridgetown, Barbados*
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