



CONTACT

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St. Ann, Jamaica

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WORK EXPERIENCE

DNV Document Centre, Manager

March 2023 – Present

- Handled customer and supplier interactions and transactions.
- Managed stocks.

Akana Enterprise (Bill Express), Cashier

Aug 2018 – Aug 2019

- Handled cash transactions.
- Provided excellent customer service.
- Collaborated with a team to ensure smooth operations and customer satisfaction.

Ocho Rios College, Digital Filing Clerk

June 2017 – June 2017

- Organized and digitized files, improving accessibility and efficiency.
- Assisted in the creation/development of a digital filing system.
- Collaborated with colleagues to ensure accurate and timely document retrieval.

REFERENCES

Available on request

KYLE J. PARRIS

EDUCATION

University of Technology, Jamaica

Sept 2019 - Present

- Bachelor of Science in Computing (Pending)

Moneague College

Sept 2016 – June 2018

- 7 CAPE/ CXC "A" level Units
- 1 CSEC/ CXC "O" level Subject

Iona High School

Sept 2011 – June 2016

- 4 CSEC/ CXC "O" level Subjects

SKILLS

- Using MS Office Suite
- Programming (*Python, Java, C/C++, C#, Pascal*)
- QuickBooks
- Photography / Graphic Design
- Web Development (*HTML, CSS, JavaScript*)
- Database Management (*MySQL, MS Access, SMSS*)

AWARDS/CERTIFICATES

- Basic Conversational Jamaican Sign Language: Level 1
- Faculty of Engineering and Computing Dean's List 2019/20
- Most Outstanding in Information Technology
- Certificate of Honors for Community Service
- Certificate of Honors for Determination
- Certificate of Honors for Discipline
- Certificate of Honors for being the Most Outstanding in Information Technology