



Address: Ocho Rios P.O Box 125,
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WORK EXPERIENCE

DNV Document Centre, Manager

2023 – Present

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

Akana Enterprise (Bill Express), Cashier

2018 – 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

2017 – 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

University of Technology, Jamaica

2019 - Present

- Bachelor of Science in Computing (Pending)

Moneague College

2016 - 2018

- CAPE/ CXC "A" level Chemistry Unit2
- CAPE/ CXC "A" level Info. Tech. Unit2
- CAPE/ CXC "A" level Physics Unit2
- CAPE/ CXC "A" level Communication Studies
- CAPE/ CXC "A" level Chemistry Unit1
- CAPE/ CXC "A" level Info. Tech. Unit1
- CAPE/ CXC "A" level Physics Unit1
- CSEC/ CXC "O" level English Language

Iona High School

2011 - 2016

- CSEC/ CXC "O" level Mathematic
- CSEC/ CXC "O" level Information Technology
- CSEC/ CXC "O" level Physics
- CSEC/ CXC "O" level Chemistry

- Using MS Office
- Photography / Graphic Design
- Programming
- Web Development
- QuickBooks
- Database Management

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