



## CONTACT

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## WORK EXPERIENCE

### The Palace Company, Org. Dev. Intern

Dec 2024 – Jan 2025

- Assisted in the distribution of training programs.
- Issuing post-training assessments.
- Record and file assessments grades, and training attendances.

### 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

### Ocho Rios College

Nov 2024 – Present

- Hospitality Certificate in Housekeeping (Pending)

### 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

- 5 CSEC/ CXC "O" level Subjects

## SKILLS

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

## PROJECTS

### Pong Game Replica: - November 2024

Created as a 2D game model using Lua and Love2D as part of Harvard CS50 Intro to Game Development Free Online Course.

### Inmate Management Web App: - APRIL 2024

Created as a final project for school using C#, ASPX, CSS, SQL, and .Net Framework.

### Personal Website: - March 2024

Created in my free time using HTML, CSS, and JavaScript.

Demo: [kjparris.netlify.app](http://kjparris.netlify.app)

## AWARDS/CERTIFICATES

- 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