Kyle J. Parris

📍 Lot 81 Shaw Park Housing Scheme,
Ocho Rios P.O. Box 125, St. Ann, Jamaica

📞 1 (876) 889-7056 / 1 (876) 427-3432

🟢 1 (876) 889-7056

✉ kjp056@gmail.com

Professional Experience

2023 – present Ocho Rios, Jamaica	**Manager** *DNV Document Centre* • Handled customer and supplier interactions and transactions. • Managed stocks.
2018 – 2019 St. Ann, Jamaica	**Cashier** *Akana Enterprise (Bill Express)* • Handled cash transactions. • Provided excellent customer service. • Collaborated with a team to ensure smooth operations and customer satisfaction.
2017 – 2017 St. Ann, Jamaica	**Digital Filing Clerk** *Ocho Rios College* • Organized and digitized files, improving accessibility and efficiency. • Assisted in the development of a digital filing system. • Collaborated with colleagues to ensure accurate and timely document retrieval.

Education

2019 – present Kingston, Jamaica	**Bachelor of Science in Computing (Pending)** *University of Technology* Relevant Completed Courses: • Information Technology • Object Oriented Programming • Data Structures • Database Design • Operating Systems • Analysis of Algorithms • Advanced Programming • Web Programming
2016 – 2018 St. Ann, Jamaica	**Caribbean Advanced Proficiency Examination (C.A.P.E)** *Moneague College* Subjects Passed: • (2018) CAPE/ CXC "A" level Chemistry Unit2 • (2018) CAPE/ CXC "A" level Info. Tech. Unit2 • (2018) CAPE/ CXC "A" level Physics Unit2 • (2018) CAPE/ CXC "A" level Communication Studies • (2017) CAPE/ CXC "A" level Chemistry Unit1 • (2017) CAPE/ CXC "A" level Info. Tech. Unit1 • (2017) CAPE/ CXC "A" level Physics Unit1 • (2017) CSEC/ CXC "O" level English Language
2011 – 2016 St. Mary, Jamaica	**Caribbean Secondary Education Certificate (C.S.E.C)** *Iona High School* Subjects Passed: • (2016) CSEC/ CXC "O" level Mathematic • (2016) CSEC/ CXC "O" level Information Technology • (2016) CSEC/ CXC "O" level Physics

- (2016) CSEC/ CXC "O" level Chemistry

Awards

2021/06/28	**Faculty of Engineering and Computing Dean's list 2019/20** *University of Technology*
2016/07/01	**Most Outstanding in Information Technology** *Iona High School*
2016/07/01	**Certificate of Honors for Community Service** *Iona High School*
2016/07/01	**Certificate of Honors for Determination** *Iona High School*
2016/07/01	**Certificate of Honors for Discipline** *Iona High School*
2016/01/29	**Certificate of Honors for being the Most Outstanding in Information Technology** *Iona High School*

Skills

Using Microsoft Office
Words, Excel, Publisher, Access, Power Point

Coding
Java, Python, C, C++, Pascal

Web Development
HTML, CSS

Photography

QuickBooks

Database Management
SQL

References

Avaliable on request