OLIVIA
MCFARLANE

CONTACT

☎ 876-894-2896

✉ oliviaemcfarlane@students.utech.edu.jm

📍 31 Northumberland Lane, Kingston 16

SKILLS

- Web Design
- Database Design
- Coding (C, Python)
- Microsoft Office (Word, Excel, PowerPoint, Access)
- Problem-Solving
- Computer Literacy
- Strong Communication

EDUCATION

SECONDARY SCHOOL

Convent of Mercy Academy 'Alpha'

2017 - 2023

BACHELOR OF SCIENCE IN COMPUTING (PENDING)

University of Technology, Jamaica

2023 - 2024

PROFILE

I am a Computer Science student passionate about software development and seeking an internship opportunity to leverage my problem-solving and analytical skills. A competent leader, team player, and multitasker having led multiple class projects to completion.

WORK EXPERIENCE

SUMMER INTERN

Caribbean Examinations Council

2024

- Technical support during workshops.
- Transfer course content and documents from one platform to the next.

CLERICAL ASSISTANT

Caribbean Examinations Council

2024

- Update online records.
- Assist markers with accessing and navigating online marking.

SUMMER INTERN

Jamaica Intellectual Property Office

2023

- Social media management
- Website analysis
- Transference of hard copy information to soft copy

VOLUNTEER EXPERIENCE

- Hope Zoo, Kingston (40 hours)
- Jamaica Society for the Prevention of Cruelty to Animals, Kingston (43 hours)