

ROBERT RICHARDS

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CAREER OBJECTIVE

Aspiring entrepreneur who enjoys learning and building skills. My main interests are in finance, web development and Information Technology.

EDUCATION

Economics, Bachelor of Science

September 2015 – May 2018

University of the West Indies

St.Jago High School - CAPE Units 1&2:

- | | | |
|---|------------|---------------------------|
| • Economics | Unit 1 & 2 | Grade 3 each Respectively |
| • Accounting | Unit 1 | Grade 3 |
| • Management of Business | Unit 1 & 2 | Grade 4&3 Respectively |
| • Communication Studies | Unit 1 | Grade 4 |
| • Caribbean Studies | Unit 2 | Grade 4 |
| • CAPE Associate Degree in Business Studies | | |
| • CSEC: | | |
| • English A | 1 | |
| • English B | 2 | |
| • Food & Nutrition | 2 | |
| • Geography | 3 | |
| • Mathematics | 2 | |
| • Principles of Accounts | 2 | |
| • Principles of Business | 3 | |

Skills

Mobile device
repairs

Computer repairs
and building

Computer hardware
consultant

Adobe Photoshop
Adobe Illustrator
Sketch
MS Office Suite
Intuit QuickBooks

Web developer

Wordpress CMS
CSS/SASS
HTML/HAML
Python (Django)
Unix Terminal
Ruby on Rails
SQLite
FTP
Git

Social media
management

Website
management

EXPERIENCE

**Summer Intern,
Sagicor Life, Jamaica
Group Insurance Services: Administration**

May 2016 – June 2016

Managed client health records and performed services such as adding, updating and terminating client health policies on the internal administrative software. Created monthly reports in Microsoft Excel and Word. Reconciliation of cheques as well other administrative duties such as filing and organizing documents.

**Web Developer/Founder, Nulldemy
nulldemy.com**

2015 – Present

Founder of Nulldemy. An education company which specializes in aggregating course material for a variety of subject areas and provide to customers at a very affordable price as it implements a one price strategy.

My responsibilities are managing new user registrations, email lists, customer quires, orders, disputes, adding new content, search engine optimization and managing the operations of the business on a day to day basis.

**Web Developer/Founder, Cheapest Likes
Cheapestlikes.net**

2013 – 2015

I founded Cheapest Likes. An e-commerce business which focused on the optimizing the social presence of small and medium sized companies by providing services which grew the popularity of their brand on social networks.

My responsibilities were managing orders, customer queries and disputes as well as managing social media profiles of firms, search engine optimization and overseeing the day to day operations of the business.

ACTIVITIES & AWARDS

Recipient of The Sagicor Foundation 2015 Academic Book Grant

St.Catherine Parish Library - Volunteer teacher's assistant, helped in preparing grade 6 students for GSAT exams – February 2015

REFERENCES

Skills contd.

Email List
Management

E-commerce

Search Engine
Optimization

Windows(XP,Vista,
7,8,8.1,10)

Ubuntu Linux

Mac OSX