

Mercedes Smith

CONTACT

Tel: 876-816-4681

Email:
mercedessmith7389@gmail.com

LinkedIn:
www.linkedin.com/in/mercedes-smith-

EDUCATION

University of the West Indies, Mona
2020 – Current
B.Sc. Computer Science

SKILLS

- Customer Service Oriented.
- Good Communication Skills
- Proficient in Microsoft Office Suite
- Creative Skills
- Works well in a team
- Problem Solving Skills
- Working Knowledge of Figma and WordPress
- Working knowledge in Programming Languages (Python, Java, JavaScript, HTML, CSS)

OBJECTIVE

To provide invaluable service to your company while obtaining new working experiences and building my professional character.

PROFESSIONAL EXPERIENCE

Intern

Mona Geoinformatics Institute | June 2022

- UI/UX design and implementation using React.
- Developed wireframes for webpages using Figma.
- Helped to develop and facilitate learning as a tutor for the International Gaming Technology 2022 summer coding camp.

Intern

Detention and Courts Jamaica | August 2021

- Accurately recorded departmental data to facilitate service processing.
- Provided customer service support to company clients by collecting detailed information to initiate service action.
- Performed administrative functions such as filing and organizing company data.

Intern

Scientific Research Council | June 2019

- Assisted with planning and coordinating the organization's annual science fair event.
- Used Microsoft Office Suite to prepare presentations, brochures and printed programs for science fair event.
- Performed administrative functions such as filing and organizing company data.

Volunteer

Hobby Hut Pet Shop | January 2017

- Provided general customer service support.