

Bradley Williams

Riverside Heights, Gordon Town, St. Andrew.

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Objective

A young professional seeking a position that offers growth opportunities and allows me to utilize my skills and abilities in alignment with the company's mission and environment.

Employment History

Hawkeye Electronic Security Ltd, 2023 - Present

Licensed and certified security officer, operations unit.

Duties & Responsibilities:

- Oversee and control ingress and egress, ensuring only authorized personnel gain access.
- Maintaining vigilance for operation irregularities.
- Respond promptly to alarms, investigating the cause of any disturbance.
- Uphold standard operating procedures.
- Manage building systems, ensuring optimal performance and safety
- Compile comprehensive reports of daily activities and any anomalies.
- Liaise with emergency services during critical situations, ensuring swift resolution.

NXT LVL Services, 2022 - 2023

Product Research Technician.

Duties & Responsibilities:

- Sourced over 500 products daily for more than 10 ecommerce trade operations .
- Ensured products were not brand restricted and were profitable.
- Added products to stores within a given timeframe.
- Created and submitted invoices for review when products were restricted.
- Filtered products by various parameters including weight, profit, duplication, model number, color, availability, size, and quantity.

Hinduja Global Solutions Limited, February 2019 – June 2021

Brand Advocate / Claim facilitator Agent.

Duties & Responsibilities:

- Assisted in deciphering claims information and accurately advised on specific insurance details.
 - Determine the justification for claims reprocessing on a case-by-case basis.
 - Ensured proper documentation of the department's business activities.
 - Administered and coordinated all activities related to claims handling.
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Education

University of the Commonwealth Caribbean 2023 - Present

B.Sc., Information Technology (pursuing)

Mona High School, September 2016 – June 2018

CAPE: Sociology (III), Communication Studies Unit I (III), Law (V),

CSEC: English (I), Building Technology (I), Principle of Business (II),
History (III), Visual Arts (III), Technical Drawing (III)
Mathematics (III)

Certifications

ComptTIA A+ | CompTIA (Pursuing)

NDG Linux 0324a | Cisco (Pursuing)

Active Directory Domain Services Microsoft 2024

Applied Digital Skills | Google. 2023

Security operations training | PSRA (170965793). 2023

Fraud Prevention Programme | NCB Payment Service Unit. 2022

Administration and Quartermaster | Ministry of National Security 2021

Paramilitary Experience

As a member of the Combined Forces for over 5 years, I acquired the trained skills of first aid, file management, inventory management, computer operation, field craft, and Aeronautics. I also gained experience in weapon and ammunition handling, team building, and public speaking.

Business Experience

Successfully operated a fully registered and tax compliant tech based logistic service for over 2 years. Managed day-to-day operations and created a well-structured product sourcing chain, firmware change / upgrade and shipment both locally and overseas.

Digital Works

Freelanced digital works for established companies, startups, and individual clients locally and overseas. Projects ranged from tattoos, character design, t-shirt design, story illustrations, thumbnails, logos, flyers, banners, backdrops, and decals.

Skills

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| → <u>Basic coding skills in Html.</u> | → <u>Graphic Design.</u> | → <u>Public Speaking.</u> |
| → <u>Python. Java.</u> | → <u>Digital Media.</u> | → <u>Time Management.</u> |
| → <u>Pc building and troubleshooting.</u> | → <u>Proficiency in Microsoft Word and Excel.</u> | → <u>Adaptability.</u> |
| → <u>Data analytics and statistics.</u> | → <u>Team Building and Management.</u> | → <u>Emotional Intelligence.</u> |
| → <u>Hardware Deployment.</u> | → <u>Driving.</u> | → <u>Attention to Detail</u> |
| | | → <u>Problem Solving.</u> |
| | | → <u>Communication.</u> |
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References

- Ms. Daenille Jackson | Services Store Manager | daenillej@yahoo.com | 876-301-3822
- Mr. B. Reid | Team lead / IT Technician supervisor | Hinduja Global Solutions | 876-438-3274
- Mr. L.Moore | Senior security officer | Marksman Ltd.| (876)816-5059