

Juvaugn Foster

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Franklin Town, Kingston, Jamaica

SUMMARY

Conscientious university student pursuing a degree in Computer Science, with hands-on experience gained through internships in data digitization and information verification at the Ministry of Agriculture. Proficient in data analysis, project management, and database management, with a proven ability to contribute effectively to team projects and deliver accurate results. Successfully implemented a new digitization and file management system in the ICT Department, boosting database efficiency by 41%. Eager to leverage my academic knowledge and practical experience to contribute to Excite.

KEY COMPETENCIES

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|------------------|--|-----------------------------------|
| Microsoft Access | Meticulous Eyes | Data visualization |
| Microsoft Excel | Critical Thinking skills | Data integration and migration |
| SQL | Excellent communication skills | Data confidentiality and security |
| DMS | Problem identifying and solving skills | Project organizational skills |
| Python | | |

PROFESSIONAL EXPERIENCE

DJ's Vending
Vend Attendant

Aug 2023 - Jan 2024

As a Vending Machine Attendant, I managed inventory and storage stocks through the creation of detailed weekly Excel sheets and written documents. Utilized data visualization tools to generate pie charts and graphs, effectively illustrating trends and performance at various locations. Demonstrated accuracy in managing on-site cash with meticulous record-keeping and verification methods, ensuring financial integrity and efficient operations.

Ministry of Agriculture, Fisheries and Mining
ICT Department Intern

May 2023 - Aug 2023

Digitized and managed the ICT department's records of over 1,000 technological office devices within the Ministry of Agriculture. Updated and verified sensitive information regarding current and previous device inventories, ensuring data integrity and accurate organization. Successfully developed and demonstrated a new Document Management System using 'FolderIT' as a template, which streamlined automated indexing and enhanced data entry and verification processes, significantly improving departmental efficiency.

The Horsemen
Co-Founder

Jun 2022 - Dec 2023

As a co-founder of a website development company, I spearheaded the creation of custom websites for small businesses, integrating robust database solutions using SQL and C#. Developed and implemented systems within the website's code to reduce human data errors and ensure accurate data verification and validation. Managed project timelines, coordinated meetings, and established ETAs to streamline workflows. Effectively delegated tasks and addressed emergent issues to optimize project efficiency and deliver high-quality solutions to clients.

EDUCATION & CERTIFICATIONS

Bachelor of Computer Science - current
University of Technology, Jamaica

Graduate Associate Degree in Information Technology
Excelsior Community College, Jamaica

Highschool Diploma
Kingston College, Jamaica

EXTRACURRICULAR ACTIVITIES

Team Member, Basketball Team
Excelsior Community College, University of Technology

Community Volunteer
Church of God, Franklin Town