

PROFILE

Productive team player with decades of expertise in education, accounting, entrepreneurship, business and management studies, banking and finance who intends to make a significant contribution to the growth and development of any institution of which I am a part as well as, Jamaica and the region by extension.

EDUCATION

Accounts, Master of Science *2009-2011*

University of the West Indies, Mona, Jamaica

Business Studies and Computer (Double Majors), Bachelor of Education in Technical and Vocational Education and Training (Honors) *2004-2008*

University of Technology, Jamaica

Supervisory Management, Certificate (Distinction) *2003-2004*

University of the West Indies, Open Campus

Management Studies and Administration, Diploma (Credit) *1993-1994*

University of the Commonwealth Caribbean, Jamaica

Ordinary Life Insurance, Certificate (Level One) *1990*

Financial Services Commission

Association of Accounting Technicians (AAT), Certificate (Level Two) *1989*

University of Technology

PROFESSIONAL/ TECHNICAL SKILLS/PERSONAL

Professional

Accounting
Auditing
Administrative
Banking and Finance
Management
Customer Service
Financial Reporting
Fundamental Analysis
Instructional Methodology
Research (Quantitative and Qualitative)
Supervisory
Face to Face Lecturing
Online Lecturing

Technical

Entrepreneurial
Event Planning
Microsoft Word
SPSS
Tax Return
Instructional Technology

Personal

Communication
Interpersonal
Leadership
Team Building

EXPERIENCE

Tutor/Research Assistant/Lecturer

September 2009- present

University of the West Indies Mona, Mona School of Business and Management

Duties performed included: Tutoring and Lecturing of Introduction to Cost and Management Accounting and Financial Accounting both face to face and online, Grading of Examination Scripts, Uploading course materials and Lecture presentations to the student interface online.

Lecturer

Jan 2018- 2019

University of The Commonwealth Caribbean, School of Business Management

Duties performed as a Lecturer included: Lecturing of Risk Analysis and Management face to face, Developing and Grading of Examination Scripts, Course Assessment, Uploading course information and lecture presentations to the student interface.

Lecturer

January 2015- 2017

University of Technology, School of Business Administration.

Duties performed as a Lecturer included: Lecturing of Cost and Management Accounting and Financial Accounting, Grading of Examinations and uploading course information and lecture presentations to the student interface. Also, the Liaison Office for Office of Distance Learning being responsible for all modules online.

E-Tutor

September 2011- 2017

University of the West Indies Mona, Open Campus

Duties performed as an E-Tutor included: Tutoring of Cost and Management Accounting, Grading of Examinations and uploading course information and lecture presentations to the student interface online and Course Assessment.

Research Assistant

Jan 2010- November 2011

University of the West Indies, Department of Management Studies

Duties performed as a research assistant included: Conducting research on the feasibility of a M.Sc. Taxation Programme, Curriculum Development and Self-Assessment for the Department of Management Studies.

Summer employee, Trainee Auditor

Jun 2011

Deloitte, (Chartered Accountants), Auditing and Taxation Departments

Responsible for calculating and updating tax incentives and allowances for individuals and corporations, verifying clients' receivables and payables and all related auditing documents pertaining to the completion of the final accounts within the appropriate time.

Business Lecturer

Sept 2008- Aug 2009

Liberty Academy at the Priory

Duties performed as a teacher included: Instructional methodology in CSEC Principles of Accounts and Business, Office Administration and Information Technology, Form Teacher which included counseling and guidance, keeping class register and devotion, marking of assignments and scripts and evaluating performance, monitoring students in class and on campus and also an event planner on various committees.

Business Teacher
Ardenne High School

Jan 2008- March 2008

Duties performed as a teacher included: Instructional methodology in CSEC Principles of Accounts and Business, and Information Technology, keeping class register and devotion, marking of assignments, scripts and evaluating performance, monitoring students in class and on campus.

Mortgage and Customer Service Representative
Jamaica National Building Society, HWT Branch

Apr 2003- Dec 2003

Duties included the marketing of the institution's products, conducting banking and related transactions such as interviewing and preparing mortgage, savings and foreign exchange documents and opening the various saving and foreign exchange accounts and effectively handling customers' queries.

Credit Supervisor
Smart Financial Services, Jamaica

Sept 2001- Oct 2002

Duties performed included being an effective team player in monitoring and controlling the related functions in the credit department such as increasing and maintaining targeted portfolios and controlling delinquency rates within and beyond the required rate.

Loans officer
Jamaica National Micro Credit, HWT

Aug 2001- Aug 2002

Duties included marketing of loan products and successfully built and maintained a \$5m portfolio within a 5% delinquency rate with the lowest rate achieved of .001% (\$50.00). Also assisted with the training of new recruits, verifying internal payment vouchers, updating excel spreadsheet and treasury duties.

Loans Officer
Workers bank/Union Bank, HWT

Mar 1997- Aug 2001

Duties included conducting market research on the feasibility of the Partner Programme in collaboration with USAID which encompasses its savings and micro- credit plans, marketing of loan and savings products and successfully built and maintained a \$5m portfolio within a 5% delinquency rate with the lowest rate achieved of .024% (\$1200.00). Also assisted with the training of new recruits, verifying internal payment vouchers, updating excel spreadsheet and treasury duties.

System Administrator

Feb 1992- Feb 1993

Workers bank, HWT Duties included: Monitoring operations of the technological system and executing accurate and timely operational and managerial reports, conducting customer service transactions within the current accounts department, custodian of all debit cards and verifying internal transactions for posting

Teller and Customer Service Representative,
National Commercial Bank

Jan 1986 – Jul 1991

Customer Service Representative: major responsibilities included providing customer service in savings, current, foreign exchange, loans and security departments. Also Omni Insurance and Midas representative meeting various targets as it relates to the sale of the Omni/Midas products and providing advice on various investment options that the bank offers such as Omni, fixed deposits and foreign exchange accounts. Joint Custodian of all customers' related securities.

Bank Teller: major responsibilities included facilitating withdrawals and savings transactions, verifying and facilitating overnight deposits to customer accounts, creating telegraphic transfers and bank

drafts, and preparing bank statements for customers in a timely and efficient manner.

RESEARCH PAPERS/PRESENTATIONS

The Impact of Customer Service on Productivity	1994
The Impact of Sports on Academic Performance	2008
The Performance of the Jamaica Stock Exchange – Junior Market	2011

MAJOR ACHIEVEMENTS AND AWARDS

Private Sector of Jamaica (PSOJ) – Member Corporate Governance Committee	2020
University of Technology – Caribbean Case Writers Association	2017
University of Technology – Academic Performance average maintained above 90%	2015-2017
University of the West Indies- Academic Performance average maintained above 70%	2015-2017
University of Technology – The Dean’s List for attaining a GPA above 3.45	2008
University of Technology- Lucia Brown award for Professionalism	2007
Workers Bank/Union Bank – Outstanding Performance Award (Loans Officer)	1998-1999
Workers Bank – Excellence in Quality Customer Service	1992
Titchfield High School – Excellence Award in G.C.E. A’ level Economics	1986

Community Involvement

Swallowfield Chapel Community Outreach Programme
Titchfield High School Alumni (Class1983- 1985)- President
School Challenge Quiz Coach/Coordinator
SMEs Officer/ Consultant
Beach Clean Up Participant

REFERENCES

Available upon request.