**ONAJE SKEENE**

Lot 384, Daytona Greater Portmore, St. Catherine

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**WORK OBJECTIVE**

Seeking work experience to improve my knowledge of the workplace, expand my present skills, and build new ones, gain the chance to make the best of my potential along with contributing to the corporation significantly.

**EDUCATION**

**The Cedar Grove Academy**  *June 2021*

CXC subjects Obtained: Electronic Document Preparation and Management 1, English A 2, Industrial Technology(Building) 1, Mathematics 2, Physics 2, Spanish 2, Technical Drawing 1, Visual Arts 2

**Portmore Community College** – GPA: **3.27**

Associate Degree in Architecture & Construction  *September 2021- May 2023*

**EXPERIENCE**

**Lithomedia Printers, Brunswick Avenue, Spanish Town** *May 2019*

* Assembled product boxes
* Folded and organized brochures
* Created books

**BYD Construction, Belmont Road Kingston 5,** *June 2022 - August 2022*

* Assisted Engineers in obtaining outlines of the building
* Assisted the Engineers in obtaining the depth of the excavations
* Helped in the carrying and setting up of equipment
* Assisted engineers in establishing the boundaries of the site
* Read and interpret building plans

**St. Catherine Municipal Council, Parade Square, Spanish Town** *June 19 - August 2023*

* Filed Building Plans and placed them in boxes to be sent to storage
* Assisted in scanning of building plans

**Ibex Global** *September 20, 2023- Current*

* Handled calls relating to technical support of devices
* Handled calls assisting customers to purchase products

**LEADERSHIP & INVOLVEMENT**

* **Past member of the Spanish & Visual Arts Club**
* **Involved in planning of activities to do in club time**
* **Past member of the Stewards (leadership role) at my high school**
* **Involved in reporting bad behavior from students or anything negative that is affecting the school**

**SKILLS & INTERESTS**

* **Skills:** File Management, Time Management, Excellent Communication Skills, Tech Savvy
* **Applications:** Microsoft suite of software applications, AutoCAD,
* **Languages**: English, Spanish (Learning)
* **Interests:** creating models, Drawing, Painting

References available upon request