

Ortiz Livingston Brown

Kingston, Jamaica

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CAREER SUMMARY:

Dedicated, ambitious, and successful, with unsurpassed leadership and strategic qualities. History of achieving substantial growth with multifaceted approaches. Firm grasp of practices and strategies to revitalize and motivate peers, to make long-term goals and accomplish them with outstanding results.

A communication student seeking to acquire an internship/ entry level position in a professional firm.

SPECIAL SKILLS:

Proficiency in using Microsoft Office
Proficient in basic camera operation and handling
Effective oral communicator
Proficient in written communication
Competent in Multitasking

EDUCATION AND QUALIFICATION:

University of Technology, Jamaica Aug.2024 - May2027
Bachelor's Degree in Communication Art and Technology
Core Modules successfully completed include:
Oral Communication
Writing Workshop
● Current GPA 3.27

Old Harbour High, Jamaica Sept.2015 - July 2020

RELEVANT WORK EXPERIENCE

Surf Style 103, 101| Panama City Beach, Florida. United States of America

- Handled Transactions at Point-of-Sale machines
- Prepared various treats and food for guests
- Assisted in Order preparation and delivery to Cabanas
- Refilled and Restocked Supplies

Alvin's Island | Panama City Beach, Florida. United States of America

- Handled Transactions at Point-of-Sale machines
- Prepared various treats and food for guests
- Assisted in Order preparation and delivery to Cabanas
- Refilled and Restocked Supplies

Walmart | Gulf Shores, Alabama, United States of America

- Handled Transactions at Point-of-Sale machines
- Prepared various treats and food for guests
- Assisted in Order preparation and delivery to Cabanas
- Refilled and Restocked Supplies

**Gold Rush Concessionaire Stand, Waterville, USA |
Gulf Shores, Alabama. United States of America**

- Handled Transactions at Point-of-Sale machines
- Prepared various treats and food for guests
- Assisted in Order preparation and delivery to Cabanas
- Refilled and Restocked Supplies

Electoral Local Election, Old Harbour, Jamaica

Feb. 2024

Position: Presiding Officer

- Assisted part-taking patrons in voting.
- Conducted Open and Closed Procedures at Polling Station.
- Handled Documents and Seals for Polling Station.
- Assisted Poll Clerk in record taking.

Department of Correction Services, Kingston, Jamaica

Mar. 2022

Position: Intern

- Set up and maintained system units for media workstations
- Installed OS and software for multimedia production tools
- Upgraded hardware (HDD to SSD) to boost system performance
- Crimped Ethernet cables to support networked communication systems

Ministry of Education Region 6, Old Harbour, Jamaica July 2021

Position: Intern

- Managed and organized physical and digital files
- Transferred and recorded logs into spreadsheet formats
- Maintained structured file systems for easy access and tracking

**AWARDS OR
RECOGNITION:**

Certificate of Participation
St. John Ambulance, Kingston, Jamaica

Aug. 2017

**PROFESSIONAL
AFFILIATION:**

**CO-CURRICULAR
ACTIVITIES:**

Committee Member of 1st VP, Utech Journalism Society

2024-Present

REFERENCES:

Available upon request