

Career-changer with a strong foundation in accounting and financial management, now transitioning to web development and UX design. Experienced in problem-solving, project management, and independent web design. Eager to apply my skills and creativity to contribute to innovative digital projects.

EDUCATION

Associate in Applied Science:

Web Development - Wake Tech Community College, Raleigh, NC	5/2024
Web & UX Design - Wake Tech Community College, Raleigh, NC	Anticipated 8/2026

Web Designer Certificate	12/2024
---------------------------------	---------

Advance Web Developer Certificate	7/2024
--	--------

Front End Developer Certificate	7/2024
--	--------

CIW: CIW (Certified Internet Web) Professional	2009
--	------

Diplomas: Computers In Business & Management Cambridge Tutorial College.	1998
---	------

Applications Software (Microsoft Office) Caribbean institute of Technology.	1999
--	------

TECHNICAL SKILLS

Software Tools: UX/UI Design, Adobe (Photoshop, Illustrator, After effects, Premiere Pro), Google Suite, WordPress, Joomla, Microsoft Windows, Microsoft Office, QuickBooks 99-2021, Peachtree, Database Management, Lotus Spreadsheet, Microsoft Dynamics – Great Plains.

Programing Languages: HTML5, CSS3, JavaScript, Bootstrap, PHP, My SQL, JavaScript, SQL, C#, ASP.NET MVC, React.js, Git/GitHub.

Additional Skills/Knowledge: Graphic Design, Web Design Principles, Debugging, Technical Documentation, Database Management, Social Media and Internet Marketing, Ecommerce, SEO/SEM, Responsive Design, Web Analytics, A/B Testing, Figma, Canva, Agile Development, Accounting, Tax Preparer, Inventory Management, Project Management, Office Management.

PROJECTS

Website Redesign & Management – ASL Real Estate Agency

Link: <https://web.archive.org/web/20120512105044/http://aslrealestatesvg.com/>

Role: *Web Developer & Site Manager*

Took over and modernized an outdated .htm website for a real estate agency in urgent need of technical and design improvements. Rebuilt the site using HTML, CSS, and JavaScript, including a redesigned homepage featuring side carousels to showcase properties for sale. Rebranded the site to improve visual appeal and established the agency's online presence to attract more customers. Provided ongoing site management and updates on a weekly basis for four years, ensuring content stayed current and aligned with business goals.

Real Estate Website Development – ABC Real Estate Services

Link: <https://web.archive.org/web/20140517040542/http://abcrealestatesvg.com/>

Role: Web Developer & Designer

Designed a custom logo and used it to guide the branding and design of a WordPress website for a real estate company. Enhanced the user experience and site interactivity by writing custom JavaScript and HTML, including implementing a homepage carousel slider. Integrated a plugin to automatically share new website posts to the company's social media pages, improving content reach. Delivered a training session to the client, empowering them to confidently manage and update their website independently.

PROFESSIONAL EXPERIENCE

H & R Block, Cross Pointe Shopping Center, 5075 Morganton Rd SUITE 5B, Fayetteville, NC 28314

Tax Preparer 2018-2019

- Prepared federal and state tax returns using H&R Block software
- Collected and entered client tax documents, ensuring accuracy
- Applied deductions and credits; explained results to clients
- Maintained confidential records and data security

**James Archibal Designs (Mustique), Mustique, St. Vincent
Store Manager 2008 - 2018**

- Managed inventory and procurement using QuickBooks
- Conducted regular stock counts and reconciliations
- Processed payroll and employee housing logistics
- Sourced materials within budget, including international suppliers
- Improved inventory and purchasing workflows

**Caricom Rice Mills Ltd (ECGC), Anna Regina, Guyana
Accountant, 2007- 2008**

- Produced monthly financial reports in Microsoft Great Plains (Dynamics GP)
- Led inventory control and reconciliation
- Supervised accounting staff
- Performed variance analysis and financial reviews
- Reported results to senior management

**St. Vincent Sales & Services Ltd. (NAPA), Kingstown, St. Vincent
Accountant later promoter to Managing Accountant, 2000 – 2003**

- Promoted to Managing Accountant with full site responsibility
- Managed accounting, inventory, costing, and monthly reporting
- Used Excel, QuickBooks Pro, and NAPA systems
- Supervised staff and daily operations
- Controlled site security, opening, and closing

**SVG Paper Converters, Campden Park, St. Vincent.
Accounts Clerk, 1999 – 1999, Transferred to St. Vincent Sales & Services Ltd.**

- Performed monthly inventory counts and reporting in Excel
- Processed bills and prepared payments in QuickBooks
- Liaised with suppliers to maintain accurate and timely accounts
- Improved payroll and inventory tracking systems for greater efficiency