

Renee Banner

2nd year Undergraduate/Sophomore

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<https://github.com/ReneeB2022>

Camalote Village

Cayo District

Belize Central America

SKILLS SUMMARY

- Excellent communication skills; Both Written and oral developed from four years of experience as an administrative assistant
- Basic to intermediate Web Development skills
- Diligent and reliable worker
- Fast Learner that is highly adaptive
- Always Punctual
- Strive to go above and beyond

EDUCATION

Candidate for Associate's in Information Technology, University of Belize, Belmopan City, ON, August 2022 – present

Relevant Assignments:

Creating Company Website & Database, CJ King & Associates Limited, February 2025 – May 2025

- Became familiar with WordPress
- Became familiar with Microsoft Access
- Worked independently to create a database and website for the company

Various Building Web Applications Assignments, Online, May 2024-June 2024

- Worked in conjunction with instructor
- Refinement of JavaScript and CSS knowledge
- Construction of various web applications that:
 - Strengthened ability to pull information from websites to utilize in web applications
 - Contributed to the development of a familiarity with Git
 - Developed a familiarity with Node.JS
 - Utilization of Node.JS to provide basic security for web applications

College English II Assignments, Belmopan City, January 2024 - May. 2024

- Practised drafting various types of letters and essays
- Further improved research skills necessary to draft coherent essays, letters and reports
- Received an A- in the course

High school Diploma, Belmopan Comprehensive High School, ON, June. 2013

- Achieved Honors in Information Technology
- Achieved Honors in Literature
- Achieved Honors in English A

ADMINISTRATIVE ASSISTANT EXPERIENCE

- Drafting letters and emails to banks, ministries, customers and personnel
- Attending meetings alongside Chief Executive Officer when asked
- Regularly communicating with customers via email or telephone
- Making telephone calls both inland and abroad
- Arranging appointments for customers to meet with the CEO
- Arranging outside appointments for the CEO
- Filing and organizing records
- Keeping track of important upcoming events
- Calculating Vacation Days for personnel
- Ordering machine parts and office supplies from abroad
- Making payments via Credit Cards
- Managing the Gazette mailing list
- Anything else that the CEO may request

WORK EXPERIENCE

Web Developer (Intern), CJ King & Associates Limited, ON, February 2025 - May 2025

Database Developer (Intern), CJ King & Associates Limited, ON, February 2025 - May 2025

Administrative Assistant, Full time, Print Belize Limited, Belmopan City, ON, Sept. 2021 - Present

Child Care Giver, Full Time, Camalote Village, ON, January 2015 – Sept 2019

Receptionist (Summer Intern), Print Belize Limited, Belmopan City, ON, Summers 2009-2012

Cashier (Summer intern), Print Belize Limited, Belmopan City, ON, Summers 2009 – 2012

ACTIVITIES & INTERESTS

- Member, University of Belize Association for Computing Machinery – Student Chapter, University of Belize, Belmopan City, ON, March 2023 – Present
- Enjoy meeting new people, reading, writing, drawing and coding