



MS. YOLANDA K. WOODSIDE

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OBJECTIVE

To obtain a position where advancement is available and where I am able to utilize my experience.

PROFESSIONAL EXPERIENCE

LogoGraphix - Nassau, Bahamas - Present

- ♦ Construction of multi-functioning websites comprising up to 100 interactive pages
- ♦ Construction of innovative web graphics created in Adobe Photoshop
- ♦ Photo Manipulation
- ♦ Construction of Business Logos, Letterheads, Business Cards & News Paper Ads

Roland John Surveying Co. LTD. - Nassau, Bahamas - 2000-Present

- ♦ Construction of Survey Plans for proposed major land transformation sites
- ♦ Client Correspondence & Legal Documentation Drafting
- ♦ Spearheaded a complex mapping filing scheme
- ♦ Administrative Duties

Freeport Animal Clinic - Freeport, Grand Bahama - 1998

- ♦ Diverse Data Processing
- ♦ Client Interaction Administration
- ♦ Invoice Control & Maintenance
- ♦ Payroll Management

EDUCATION

Sir. Jack Hayward High School - Freeport, Grand Bahama - 1995-1998

- ♦ Computer Science
- ♦ Art
- ♦ Literature
- ♦ Pre-Allied Health
- ♦ Academics

Hawksbill Jr. High School - Hawksbill, Grand Bahama - 1994-1995

- ♦ Art
- ♦ Technical Drawing
- ♦ Biology
- ♦ Academics

Grand Bahama Catholic High School - Freeport, Grand Bahama - 1992-1994

- ♦ Art
- ♦ Office Practice
- ♦ French
- ♦ Academics

CERTIFICATES: BJC - Art, Mathematics, English Language, Health Science, Social Studies - High School Diploma

PROFICIENCIES: PhotoShop 7.0, AutoCad, Softdesk, MS Power Point, MS Excel, MS Word

REFERENCES AVAILABLE UPON REQUEST