**Jean Godenson ANTOINE**
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**Administrative Support Specialist ► Data Entry / Program Support**
– Passionate About Delivering Efficient Administrative Solutions and Support –

**Committed** professional with over **11 years' experience** in data analysis, logistics, and IT support. **Eager to grow and learn**, skilled in clerical and administrative duties, data entry, and program support**. Multilingual communicator,** fluent in English, French, Haitian Creole, and Spanish.

**KEY SKILLS**

* **Administrative Support**: Proficient in overseeing general office operations, coordinating domestic travel, controlling inventory, and ordering office supplies.
* **Data Management and Entry**: Skilled in maintaining logs, preparing reports, and managing data using various MS Office applications, SAP, and ERP systems.
* **Client Service Orientation**: Strong ability to communicate effectively, both written and orally, and provide professional and timely client support.
* **Organizational Skills**: Excellent attention to detail and ability to plan and organize work efficiently.
* **Technological Solutions**: Familiar with SAP software, enhancing administrative processes and data management.
* **Coordination and Supervision**: Experienced in coordinating domestic travel, managing office supplies and inventory, and supervising and training office staff in procedures and software use

*“I am particularly proud that you were able to ensure the Property Management Section rose to the challenge despite the obvious time difference in New York/El Fasher and working with short deadlines by producing the required information.”*

Barrington Haynes, Deputy Chief, Property Management Section, UNAMID

**PROFESSIONAL EXPERIENCE:**

**CISOC – Cultural Interpretation Services for Our Communities** *Feb 2024 to present*
*Haitian Creole / French to English Interpreter*

* Delivering clear and accurate interpretation services for community centers, hospitals, and government social services in Ottawa.
* Ensuring effective communication between Haitian Creole/French-speaking clients and English-speaking service providers.

**ACCESO** *Jan 2021 – Mar 2021*
*Data Systems and Community Analyst*

* Implemented ACCESO's Extensio platform, collaborating with local companies to improve agricultural practices.
* Analyzed data and trained over 100 farmers, enhancing productivity and decision-making capabilities.

**UNAMID, Darfur, Sudan / MINUSTAH, Port-au-Prince, Haiti** *May 2007 – Nov 2016*
*Property Control and Inventory Assistant | Database Assistant*

* Managed and coordinated a team, overseeing data entry and inventory control for UN assets.
* Generated and customized reports using SAP Business Object Web Intelligence, addressing management and financial reporting needs.
* Performed data analysis and validation, ensuring accuracy and integrity of records.

**The Haitian Project, Louverture Cleary School** *Aug 2004 – May 2007*
*IT Support and Data Development Technician*

* Managed data entry for a database of 400 students.
* Designed and maintained MS Access databases, reducing scheduling conflicts by 50%

**PROFESSIONAL DEVELOPMENT:**

**Beyond the Cloud – Data Administrator Level 1** *June 03, 2024 – Current*
Information and Communications Technology Council (ICTC)

Selected for a 10-week customized training program, funded by Upskill Canada (powered by Palette Skills) and the Government of Canada. Courses included:

* AWS Cloud Practitioner Essentials, Introduction to Databases, AWS Cloud Technical Essentials, and Microsoft Azure Data Fundamentals
* AIM (Agile Industry Mindset) courses: Social awareness, emotional intelligence, and active communication

**IBM Build - Artificial Intelligence Fundamentals** *June 04 – July 31 2024*
Completing a 4-week course on Artificial Intelligence Fundamentals focusing on AI concepts, machine learning, and AI applications in various industries. Courses included:

* Introduction to Artificial Intelligence, Natural Language Processing and Computer Vision, Machine Learning and Deep Learning, Run AI Models with IBM Watson Studio, AI Ethics, Your Future in AI: The Job Landscape

**EDUCATION:**

**Bachelor of Science in Computer Science A***ugust 2004*
École Supérieure d'Infotronique D'Haiti, Haiti

**Certificate in Management and Supply Chain Management** October 2014
Chartered Institute of Logistics and Transport (CILT), UK

**Certificate in Business Management and Entrepreneurship** April 2008
Economic Growth Initiative Program I Haiti