

# Malik Stafford

Resourceful and dynamic young professional equipped with a passion for Engineering and Computer Science. Armed with hands-on experience in inventory management, sales, database management, and project coordination. Committed to building invaluable professional expertise while pursuing continuous education and skill development.

☎ 1-868-7160987

✉ [mstaffordpro@outlook.com](mailto:mstaffordpro@outlook.com)

🌐 [mstafford.pro](http://mstafford.pro)

🏠 D'Abadie/Arima

---

## EDUCATION

---

### Bachelor of Science, Mechanical Engineering

University of West Indies, St Augustine Campus

09/2020 – 10/2024,

### Caribbean Examination Council (CXC), CAPE

Queen's Royal College, Port-of-Spain

09/2018 - 08/2020,

Subjects- Caribbean Studies, Communication Studies, Chemistry, Physics, Pure Mathematics

### Caribbean Examination Council (CXC), CSEC

Queen's Royal College, Port-of-Spain

09/2013 - 08/2018,

Subjects – Additional Mathematics, Biology, Chemistry, Economics, English, Mathematics, Physics, Spanish

---

## SKILLS

---

- Leadership
- Customer Service
- Written and Verbal Communication
- Time Management
- Computer Literacy (Proficient in Microsoft Excel, Word, and PowerPoint)
- Data Analysis and Entry
- Database Management
- Document Digitization
- 3D Printing
- Working knowledge of CAD software (AutoCAD, SolidWorks, Fusion 360)
- Working knowledge in R Programming Language, Python, SQL, and Tableau
- Basic Frontend and Backend Development knowledge (HTML, CSS, AWS, Wordpress)

---

## EMPLOYMENT EXPERIENCE

---

### Sales Associate

Sherwin-Williams

11/2023 – Present

Tasks/Achievements

- Responsible for recommending, selling and tinting paint for customers.
- Worked in a warehouse where I helped in organizing goods and ensuring the warehouse was properly maintained and ready for receipt of stock.

### Projects Assistant

Access Records Management Services

08/2023 – 10/2023

Tasks/Achievements

- Contributed to the meticulous preparation, scanning, and organization of sensitive documents for prominent firms.
- Assisted in the digitization process and quality control procedures for these sensitive documents, ensuring accuracy and compliance with high standards.

### Vacation Employee (Clerical Assistant)

Trinidad and Tobago Electricity Commission (T&TEC)

06/2022 – 08/2022

Tasks/Achievements

- Managed potential customer inquiries via telephone, oversaw office mail and entered data into the company's computer systems to support streamlined operations within the Utilization Department

## **Baker**

### **SuperPharm Limited**

01/2022 – 04/2022

*Tasks/Achievements*

- Managed inventory, restocking, and sales operations on the retail shop floor, ensuring efficient customer satisfaction.
- Contributed to the preparation and presentation of bakery and other food items, maintaining quality standards and enhancing product appeal.

---

## **Certificates**

---

### **Google Data Analytics Professional Certificate**

07/2023 – 09/2023

The certificate program covers a wide range of topics related to data analytics, including data collection, data cleaning, data visualization, data analysis, and the use of tools like spreadsheets, SQL, and data visualization software.

---

## **VOLUNTEER EXPERIENCE**

---

### **School Prefect**

#### **Queen's Royal College, Port-of-Spain**

09/2019 - 08/2020,

*Tasks/Achievements*

- Supervised lower secondary school students and assisted with invigilation of examinations.
- \_ Assisted with school fundraising and events.

### **Volunteer (Annual Children's Christmas Party)**

#### **Trinidad and Tobago Electricity Commission (T&TEC)**

12/2017, 12/2018,

*Tasks/Achievements*

- Assisted in event logistics and operated concession booths.
- \_ Provided support and care for children during annual events.

### **Vice President of the UWI 3D PRINTING CLUB**

#### **University of the West Indies**

09/2023 - 08/2024,

*Tasks/Achievements*

- Assisted the president and other club officers in completing their duties.
- \_ Determining and meeting club objectives as well as the driving force behind obtaining a printer for club activities.

---

## **REFERENCES**

---

#### **Rolf Ferreira**

Managing Director, Bois Cano Park Company Limited

Contact: [rfconsultingt1@gmail.com](mailto:rfconsultingt1@gmail.com) – Tel:721-9186

#### **Rhona Edwards-Cato**

Physics Teacher, Queens Royal College, Port-of-Spain

Contact: [trinicato@gmail.com](mailto:trinicato@gmail.com) - 482-7147