

# INDIANA GARDNER

## CONTACT

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129 Innswood Village,  
Spanish Town P.O.,  
St. Catherine

## SKILLS

- Critical and Creative Thinking
- Leadership
- Effective Communication
- Teamwork
- Time Management
- Photography

## LANGUAGES

- English (Fluent)

## REFERENCE

Available upon request



## OBJECTIVES

To attain exposure and gain experience in serving in a high level institution with a jovial environment and to add value to the organization



## WORK EXPERIENCE

### July 2025 - August 2025

TAX ADMINISTRATION JAMAICA  
• Attached To Human Resources Unit

### March 2025 - April 2025

TAX ADMINISTRATION JAMAICA  
• Attached To Communications Unit

### July 2024 - August 2024

HONEY BUN LIMITED JAMAICA  
• Administrative duties

### March 2023 - April 2023

RADIOLOGY DEPARTMENT, SPANISH TOWN HOSPITAL  
• Clerical duties

### July 2023

HEART/NSTA TRUST, SPANISH TOWN  
• Teacher's Assistant



## EDUCATION

### The University of Technology, Jamaica 2024-2028

- BA COMMUNICATION ARTS AND TECHNOLOGY

### Merl Grove High School 2018-2024

- CARIBBEAN EXAMINATIONS COUNCIL (CXC)

## SUBJECTS

- CSEC 7
- Cape Unit (1) 3