

Migueale O. Smith

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Profile Summary

A Pharmacology Graduate from the University of the West Indies Mona Jamaica, currently pursuing a Master of Science degree in Nutrition.

Education:

The University of the West Indies Mona (2020 – expected award date is December 2022) (Graduate Degree)

The Bible Word Institute/PFM – Logos University (2017 – 2019) (Associate Degree in Ministry) (Diploma in Theological Studies)

The University of the West Indies Mona (2011-2019) (Undergraduate Degree)

Camperdown High School (2003- 2011)

Qualification:

- Master of Science in Nutrition (Commenced 2020 to be completed December 2022)
- Bachelor of Basic Medical Science Degree in Pharmacology
- Associate Degree in Ministry
- Diploma in Theological Studies
- Advanced Proficiency Diploma
- 8 Cape Subjects: Biology Unit 1&2, Chemistry Unit 1, Information Technology Unit 1, Geography Unit 1&2, Caribbean Studies and Communication Studies
- 7 CXC's: English Language, Mathematics, French, Information Technology, Geography, Biology, Chemistry

Other Certification

- Certificate of Participation from Caribbean Public Health Agency (CARPHA)
Under Pressure – NCDs & COVID-19 Part 1
- Certificate of Participation from Caribbean Public Health Agency (CARPHA)
“Raising the Bar: CARPHA Guidelines on the Management of Diabetes in Primary Care & COVID-19” –
Module 1
- Certificate of Participation from Caribbean Public Health Agency (CARPHA)
“Raising the Bar: CARPHA Guidelines on the Management of Diabetes in Primary Care & COVID-19” –
Module 2

Professional Experience:

Jamaica Progressive Party (August 2020 – Present)

Candidate For East Rural St. Andrew

- Meet with constituents and discuss issues of concerns within communities
- Dialogue with social and religious groups on matters of concerns within constituency

Head of Men's Movement for Surrey County

- Plan projects that will help improve the lives of men and family life

University of the West Indies, Mona, Kingston 7, (January 1, 2017– Present)

Admissions Section

Administrative Assistant

- Served as Faculty Representative for the Faculty of Law where I provide support to the Faculty of Law and Admissions by validating supporting documents and ensure applicants meet the requirements for matriculating into the University.
- Run reports on the number of Applicants that have met the matriculation requirements to the University which is then compiled in our internal annual report to determine if there is an increase or decline in Admissions.
- Provide guidance and information to students on the University's regulations governing student registration and enrollment status.
- Preparation of student status letters and forms required by various organizations such as "Sagicor Life, The United States Embassy, Canadian Embassy, Government Ministries, etc"

Electoral Commission of Jamaica (February 25, 2016) (General Election)

Presiding Officer

- Managed the operation within the polling station
- Ensured proper voting protocols were followed by voters during the 2016 Elections
- Ensured procedures were followed by respective candidates and representatives of each candidate in line with Policies of the Electoral Commission of Jamaica and the Representation of the Peoples Act
- Secured and ensured the privacy of voter information and voter selection choice
- Ensured legitimacy of votes that will determine the Polls for Government seats

University of the West Indies, Mona, Kingston 7, (August 11, 2014 – December 29, 2016)

Office of Graduate Studies & Research

Administrative Assistant

- Served as Faculty Representative for Humanities and Education at the Graduate Level in which I was able to improve relationships between student and Faculty due to the number of student complaints. I was also

instrumental with increasing the number of student degrees being awarded by assisting students in regularizing their student registration status and following up with research paper examiners and thesis examiners for students, leading to the award of Graduate degree.

- In 2014 I Co-lead the HEART Matters Initiative at the Office of Graduate Studies and Research, which was an Initiative created by the then Campus Registrar Dr. Camille Bell-Hutchinson. Through this initiative students experienced better customer service and better customer experience.
- As a Faculty representative I met with students during the Graduate orientation exercise and made presentations to Graduate students on UWI's regulations governing Graduate Student's registration and award of Degrees, Certificates and Diplomas.
- I provided administrative support to Departmental Heads through the Office of Graduate Studies and Research.

Other Roles

- Served on the Planning Committee for the UWI, Mona Campus Registrar's Luncheon in 2014 and 2015
- Served as Moderator for Graduate Studies Research Days during the University of the West Indies Annual Research Day events held at UWI, Mona Campus in 2015 and 2016
- Served on Graduate Studies and Research , Research Day Planning Committee in 2015 and 2016
- Served as assistant to Coordinate Graduate Studies and Research awards for awardees during UWI Graduation exercise in 2016, 2017 and 2019
- Served as Graduation Day worker during UWI Graduation day events in 2015, 2016, 2017, 2019

Stewart Staffing Incorporated 1 Park PL 205, Peekskill, NY (March 2014 – June 2014) (Part Time)

Data Analyst

- Updated company's data base and reduced workload for Management
- Verify data base files and introduce and created glossary of terminologies to improve company's work flow
- Ensured information on database were accurate and while performing analytical computations necessary to process data

Doctors To Health (June 2013-April 2014) (Part Time)

Internship Program

- Conduct patient testimonials/Interviews under supervision of Doctor
- On Campus Company Ambassador
- Helped to create new business plan and proposal for company

UWI Mona Office of Student Recruitment (July 2012- August 2012)

Data Entry Clerk

- Sort and prioritize documents to be entered
- Cross-reference data from multiple source documents when entering data for records
- Draft and modify statistics in the form of charts/graphs using Microsoft excel to show trends in these statistics

Stewart Staffing Incorporated 1 Park PL 205, Peekskill, NY (August 2007)

Data Entry Clerk

Skillsets/ Knowledge:

- Introductory Knowledge of ISO 9001 acquired during training done at UWI, Mona by Mr. Owen Glave of Quality Circle Intl.
- Knowledge of Codex Alimentarius (Gained during the M.Sc. Nutrition programme)
- Drug Development Technique gained during the Bachelor of Basic Medical Science Degree in Pharmacology
- Knowledge of Pre-clinical trial and Clinical trial gained during the Bachelor of Basic Medical Science Degree in Pharmacology
- Knowledge of Pharmaceutical and Laboratory Techniques
- Knowledge of Good Laboratory Practices
- Biostatistics and Biomedical Analysis (gained during undergraduate studies and graduate studies)
- Strong business acumen and leadership skills
- Excellent Customer Service Skills
- Expert in computer applications such as Microsoft Excel, Word, and PowerPoint, Internet Research
- Excellent interpersonal skills, great organizer, communicator and listener
- Sound decision-making and problem solving skills
- Initiative Planner

Involvement/Hobbies

Light of the Gentiles International – Religious Church Group

Member of Leadership Group (2016-2019)

- Participated in the planning of various church events (conferences, workshops, feeding the homeless at downtown Kingston)

Utilize my knowledge gained during bible school to:

- Counsel and guide at risk youths and from time to time financially assist by way of personally giving to the less fortunate

Hobbies

- Writing Research Articles
- Chess
- NCB capital market trader
- Full-time Dad

Other Ventures

Created a Start Up Business called Parfaite Hair in 2014

- Imported and sold Brazilian hair to a large client base that I built through extensive marketing
 - Seasonal changes to the market led to customers owing and subsequently led to shutting down the business
- Overall venture was profitable

Commenced BPO and registered company MIGLOTEC in 2015

- Contacted prospective overseas companies for partnership, however some companies expressed they were already in partnership with other BPO firms.
- No profits gained

References

Dr. Kwesi Marshall, Graduate Coordinator for Nutrition Programme, CAIRH, UWI Mona
(kwesi.marshall@uwimona.edu.jm)

Mr. Robert Rainford, JP. Johnson Close, Keystone, Spanish Town P.O., St. Catherine
General Secretary, Jamaica Progressive Party, (jpp.gensec1@gmail.com)

Dr. Joanne Smith, Research Supervisor for M.Sc. Nutrition Degree Programme, UWI Mona
(joanne.smith02@uwimona.edu.jm)

Mrs. Valerie Hall Buckle, UWI Mona (443-3059) (valeriebuckle@yahoo.com)

Dr. Paul Singh, Lecturer at University of the West Indies, Basic Medical Sciences Department
(pdsinghjm@yahoo.com)

Dr. Marsha Morgan-Allen, Senior Assistant Registrar, Student Affairs, UWI Mona
(marsha.morganallen@uwimona.edu.jm)