

Racquille Chambers-Crutchley

**FREELANCE CONSULTANT, SPECIALIZING IN EXCEL & GOOGLE SHEETS |
RESEARCH & CONTENT DEVELOPMENT | VIRTUAL BUSINESS SERVICES**

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Jamaica

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See my website & portfolio: <http://racquille-chambers.weebly.com/>

Education

Bachelor of Science (BS) Economics

University of the West Indies, Mona 2013 – 2016

Pursued a degree in Economics, with minors in psychology and marketing.

Associate's degree

Economics, Management of Business, Biology

Immaculate Conception High School 2006 – 2013

Profile

I'm a driven, solution-oriented individual with an entrepreneurial spirit and creative spark that sets me apart from the typical young adult.

On the critical side, I discover and break down information to serve a particular need, through research, analysis, and strategic interpretation & planning. I know my way around a spreadsheet & am able to finesse information using its many wonders.

On the creative side, I enjoy turning data into understandable, eye-catching visualizations, designing presentations, web design, photo editing, video editing, expressive writing and creating graphics in the form of posts and flyers.

I especially love working on projects that allow me to combine the best of both worlds. An art and a craft.

I provide assistance & consultancy services to local + international organizations, both start-ups & established companies in these areas. I work to make a difference, with diligence, efficiency and dedication, without sacrificing quality.

Core competencies and specializations include:

| Research – Information discovery, Content Writing, Business Models, Marketing, Lead Generation

| Data Management – Visualization, Analysis, Organization, Strategy & Implementation

| Design – Presentations, Web, Logos, Posters, Banners, Social Media Graphics

Experience

Founder, Freelance Research & Content Consultant Assistematic Services & Designs

Dec 2013 – Present

Providing research expertise, information discovery, and spreadsheet management

Developing content for creative and/or marketing purposes in a manner fit for B2B & B2C

Presenting data in appealing, manageable forms through data visualization methods and presentation design

Combining right brained and left brained tactics to achieve project goals

Publishing Assistant YELLO MEDIA GROUP

Apr 2018 – Mar 2019 Jamaica

Assisted with quality assurance checks for print products, following established Publishing business rules and meeting document criteria standards

Maintained cross-functional department interaction by providing consultation with excel projects, using code/script and data manipulation techniques, across units

Lead Data Processing Specialist Bert's Auto Parts Ltd.

Dec 2016 – Apr 2018

Summer Associate GraceKennedy Ltd.

Jul 2013 – Aug 2013 Kingston

Summer Associate T. Geddes Grant Distributors Limited

Jun 2013 – Jul 2013 Kingston

Assisted with organizing statements of accounts, sales receipts, and credit notes in chronological, numerical and alphabetical order.

Languages

English

Spanish

Volunteering

Volunteer at Animal Shelter JSPCA