



DAREN CHIN-YOUNG

FINANCE & INFORMATION
SYSTEMS

CONTACT

(515)-305-6340

DAREN.CHIN-YOUNG@DRAKE.EDU

PROGRAMMING LANGUAGES

SQL

Javascript

HTML

CSS

EDUCATION

Drake University: Des Moines, Iowa, United States

Graduation Date: May 15, 2024

Bachelor of Science in Business Administration

Majors: Finance and Information Systems

GPA: 3.13/4.00

Related Coursework: Intro to Financial and Managerial Accounting, Database Management, Intro to Fintech, Website Technology

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE SALES REPRESENTATIVE

IBEX, Jamaica | Nov 2019 - July 2020

- Consistently met monthly sales targets
- Handled inbound customer phone calls
- Assisted with account questions and managed customer complaints
- Maintained callbacks and other resolution procedures

HUMAN RESOURCE SUMMER INTERN

Rural Agricultural Development Authority, Jamaica | July - August 2019

- Trained on HRMIS system and updated employee records
- Performed data entry to ensure accurate information

SUMMER INTERN-

Firearm Licensing Authority of Jamaica

Universal Service Fund, Jamaica | July - September 2018

- Created applicants files to include application forms and other personal identification
- Managed the sorting and creation of new documents for other existing departments

TECHNOLOGY SKILLS

- **Microsoft Office:** Word, Excel & VBA, PowerPoint, Access
- **Adobe Creative Suite:** Photoshop & Indesign

LEADERSHIP AND INVOLVEMENT

- **Treasurer of the African Caribbean Student Association | August 2022 - Current**
 - Managed the financial affairs and maintained budgets and accounting to support the organization's goals and activities.
- **Donald V. Adams Leadership Program | August 2020-May 2024**
 - One of 100 students selected to participate in a three-part leadership training program, designed to equip student leaders with skills in self-awareness, collaboration, and perspective-taking