DATA ANALYST

MARION LAMMY

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PROFILE

I am an organized, detail-focused and proactive academic administrative professional with experience managing high-volume workloads in an academic administration team. I am committed to providing reliable and high-quality administrative support across a portfolio of courses, supporting key activities including assessment administration, examinations, quality assurance processes and student engagement activities.

PROFESSIONAL EXPERIENCE

Social Impact Producer

Towards A More Inclusive Jamaica (TAMIJ), Kingston | September 2021 – Present

- Developed a documentary project anchored in academic research published in 2020 titled: Media and Disability Culture in Jamaica, to assist the disability community by giving them a dedicated space that has assisted in resolving long-standing, deep-seated issues that affect their quality of life.
- Managed project documentation, production schedules, contracts, budgets, and stakeholder communications.
- Coordinated multiple partners, suppliers, government agencies, and production teams, ensuring accurate documentation, efficient workflow management, and regulatory compliance.
- Maintained detailed project records, reports, and administrative files while tracking deliverables, resolving issues, and supporting operational decision-making.
- Prepared progress reports for sponsors.
- Successfully delivered an internationally recognized documentary selected for multiple film festivals and on track to deliver a second one.
- Developed marketing campaign which saw the broadcast of this documentary, Towards A More Inclusive Jamaica on the following local and regional TV channels: on TVJ, BATV, NCUTV and UWITV.
- Documentary can be viewed via: https://youtu.be/9HuNlZ6uMTY?si=d75vxDErTdDfk72J

Writer / Producer / Presenter

GOJ Media Service, Kingston | March 2019 – August 2021

- Produced 15 – 20 government news radio content peices per week that could take the form of features, headlines, general news and news recaps.
- Wrote editorial pieces such as Mayor of Miramar Jamaican at Heart- https://jis.gov.jm/features/mayor-of-miramar-a-jamaican-at-heart/
- Coordinated information from and to ministries, agencies, and external stakeholders to ensure documentation accuracy and regulatory compliance.
- Maintained detailed records, verified facts, and prepared reports.
- Managed competing priorities while ensuring timely completion of assignments and maintaining high editorial standards.
- Built professional relationships with government officials, departments and other stakeholders.

Production Assistant (JNN & TVJ) & JNN Ambassador

RJR Communications Group, Kingston | August 2017 – February 2019 & March 2023

- Reporting to the station manager I played a crucial part in the production of the JNN's daily flagship programmes: Headline News, which aired at 2:00 pm and Frontline News, which aired at 8:00 pm as well as Power Talk, Insight and Frontline Interface which aired on Tuesday, Wednesday and Thursday respectively
- Working as part of a team I assisted with daily production planning and execution while coordinating documentation, schedules, and newsroom workflows.

- Worked as part pf a broadcast team for special broadcasts such as the ISSA Boys' and Girls' Championship and annual political party conferences.

Administrative & Communication Support Officer

CVC-COIN, Kingston | November 2016 – July 2017

- Managed administrative records, correspondence, reports, and confidential documentation for donor-funded programmes.
- Coordinated meetings, maintained accurate minutes, monitored action items, and ensured timely document distribution.
- Assisted with project compliance by preparing documentation, tracking activities, and supporting reporting requirements.
- Maintained organised filing systems and digital records while ensuring document accuracy and accessibility.
- Supported communications, scheduling, and stakeholder coordination across multiple internal and external partners.

Executive Assistant

University College of the Caribbean, Kingston | July 2014 – August 2016

- Provided executive administrative support, managing calendars, correspondence, travel arrangements, and confidential documentation.
- Coordinated meetings, prepared agendas, recorded minutes, and followed up on operational actions.
- Organised logistics for international study programmes involving multiple educational institutions and external stakeholders.
- Managed records, reports, and official documents while maintaining confidentiality and document accuracy.
- Managed the President of the University's desk to oversee the activities of several departments, project coordination, planning, and day-to-day operational administration.

Adjunct Tutor & Exams Invigilator

CARIMAC, University of the West Indies, Kingston | September 2013 – December 2015

- Planned coursework, maintained student records, and ensured accurate assessment documentation.
- Managed multiple classes and deadlines while maintaining high levels of organisation and efficiency.
- Prepared reports, grading records, and academic documentation with excellent attention to detail.
- Coordinated communication between students and faculty while supporting academic administration.

Project Administrative Coordinator

PATH Department of the Ministry of Labour & Social Security, Kingston | July 2010 – April 2014

- Coordinated administrative activities for government-funded and internationally supported development projects.
- Prepared reports, maintained databases, monitored project documentation, and ensured accurate record keeping.
- Organised logistics, schedules, travel arrangements, and stakeholder meetings involving government officials and international organisations.
- Assisted with data collection, quality assurance, and compliance reporting for projects funded by the World Bank and Inter-American Development Bank.
- Supported multiple high-priority initiatives such as a PATH Project Review, that was carried out by the McKinsey Group.

ADDITIONAL EXPERIENCE

- **Election Supervisor, Presiding Officer & Poll Clerk** – Electoral Office of Jamaica, during elections for the years 2012, 2014 & 2016
- **Promotional Officer** – Facey Commodity Company Ltd., 2016

EDUCATION

Data Analysis Career Programme

Newto Training, London | in progress

Master of Arts (Distinction) - Communication for Social & Behaviour Change
University of the West Indies, Mona | Kingston | 2020

Certificate (Merit) – Paralegal Studies
Paralegal Training Institute | Kingston | 2010

Bachelor of Science (Hons.)
Political Science & International Relations
University of the West Indies, Mona | Kingston | 2007

GCE and CAPE Advanced Levels (A Levels)
Immaculate Conception High School | Kingston | 2002
Subjects: Spanish C, Literatures in English D, History C

CXC Ordinary Levels (O Levels)
Immaculate Conception High School | Kingston | 2000
8 O Levels passed at grades 1 – 3, including Mathematics, English Language, English Literature, Information Technology, History, Spanish, Biology & Religious Education

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PROFESSIONAL CERTIFICATIONS

- Certificate – Introduction to Excel | DataCamp | October 2026
- Certificate- Good Clinical Practice (GCP) **–** National Institute for Health and Care Research | July 2026
- Certificate- Using AI at Work – Udemy | February 2026
- Certificate- How to Use Artificial Intelligence – Udemy | February 2026
- Certificate – Tech as A Beat | University of the West Indies 2019
- Certificate – Investigative Journalism | University of the West Indies 2017

LANGUAGES

- **English**- Fluent
- **Spanish**- Basic

TECHNICAL SKILLS

Administrative Support | Written & Oral Communication | Stakeholder Engagement | Regulatory Compliance | Customer Service | Calendar & Schedule Management | Time Management | Data Management | Record Management | Report Preparation | Meeting Servicing | Minutes Writing | Microsoft Excel | Report Preparation | File Management | Research & Analysis | AI Productivity Tools