

SAMUEL LEBI ADDO

P.O. Box AF 2433, Adenta | 233020946388 | Sammyaddo165@gmail.com

Professional Summary

I'm a self-motivated and assertive individual with a keen eye for detail and creativity. I'm able to work in a team with diverse group of people to achieve set goals. As a graduate with wide experience in Information Technology, Cinematography, design and concept development, these skills have helped shaped my approach to problem solving and a drive to see things through to completion. I'm sociable and presentable in appearance.

Skills

- Confident and Assertive
- Active web developer
- Database management (Microsoft sql, Microsoft Access and Xampp MySQL)
- Broad knowledge in Basic Information Technology
- Advance in Photoshop and other design platforms
- Intermediate knowledge in social media and content management
- Have expertise in Project proposal, plan preparation, monitoring and evaluation.
- Also, I have the ability of multitasking.

Work History

IT Support Officer/Social Media Manager

01/2020 to 06/2020

The Capital Group LTD – Accra

- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Responding in a timely manner to service issues and requests.
Testing new technology
- Providing technical support across the company (this may be in person or over the phone).
- Developing social media content plans that are consistent with the company's brand identity.
- Using analytical tools such as Google Analytics and Facebook Insights to monitor and evaluate the company's social media presence and performance.
- Staying up to date on best practices and emerging trends in social media.

Card Verification Officer (CVO)

12/2018 to 12/2019

National Identification Authority (NIA) – Accra

- Facilitate and Manage in printing of Data cards for Applicants after Enrolment.
- Checking the Validity of an Applicant before handing the Chip card.

Curriculum Vitae

Information Technology Expert, Department

09/2017 to 07/2018

Accra Metropolitan Assembly – Accra

- Assist in developing maps for all 10 sub-metros in AMA
- Experience in Data Collection methods.
- Analysing and Organising spatial data in GIS using ArcGIS, Map Maker
- GIS data Entry
- Map Digitizing

Information Technology Personnel (Intern)

05/2016 to 08/2016

Helmet News Inc. – Accra

- Concept development for projects.
- Blogging
- Website designing, social media content and network management

IT Support (Intern)

05/2011 to 07/2012

Adenta Municipal Assembly (AdMA) – Accra

- Setup of newly procured computers and printers.
- Updated database on computers in all department in the assembly.
- Assisted in installation of software programs for newly procured computers.
- Shot photographs for stories in the Adenta News Monthly Edition Papers.

Education

Bachelor of Science: Information Technology

06/2015

Datalink Institute University - Accra

West African Senior School Certificate Examination: (General Science)

05/2009

West Africa Secondary School - Adenta

Additional Information

Workshops /Advanced trainings Attended

- Informative Tertiary Train Seminar on Investment and Entrepreneurship
- ispace Code Training Program
- IPMC COLLEGE Training in Network Engineering and Basic Software Programming.
- Google Digital Marketing.

Hobbies

Designing, Cinematography, Coding, Music

Referees

Upon request