


Aaron S. Thomas

Software Engineering

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As an effective software engineer, I've obtained a great deal of practical knowledge of all aspects of software development, including validation, authentication, and quality assurance. I have approximately three to five years of experience creating professional computer systems, and I know many different programming languages. My interest is in developing innovative software solutions and using my understanding of technology to address problems in the real world.



Skills

● Leadership	●●●●●	Excellent
● Communication	●●●●●	Very Good
● Front end developer	●●●●●	Good
● Microsoft office	●●●●●	Very Good
● JavaScript	●●●●●	Average
● HTML	●●●●●	Excellent
● Mapping	●●●●●	Average
● MSSQL	●●●●●	Good
● C#	●●●●●	Good
● Python	●●●●●	Basic
● TCP/IP		
● Project coordination		
● Customer service expert		



Work History

2023-11 - Current

Project Manger

Techllective, Lefkosa, Nicosia

- Managed projects from procurement to commission.
- Met project deadlines without sacrificing build quality or workplace safety.
- Planned, designed, and scheduled phases for large projects.
- Identified plans and resources required to meet project goals and objectives.

2021-09 - Current

Student Assistant

Rauf Denktas University, Lefkosa, Nicosia

- Completed clerical tasks such as filing, copying, and distributing mail.
- I helped with administrative support by managing incoming calls, coordinating files, and sorting mail.
- Greeted incoming office visitors, answered questions, and directed individuals to office locations.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Monitored student progress and created reports to track student performance
- Assessed student learning styles and adapted instruction accordingly to maximize student understanding
- Created a comprehensive student advising program that improved student retention and graduation rates by X%

2017-11 - 2019-12

Office Assistant

Liberia Airport Authority,Robert International Airport,Project Implementation Unit , Margibi

- Interacted with customers by phone, email, or in person to provide information.
- Delivered clerical support by handling a range of routine and special requirements.
- Welcomed office visitors and alerted staff to the arrival of scheduled appointments.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Duties and responsibilities:
- responsible for supplying the necessary administrative assistance to keep an office running efficiently.
- This covers duties including performing data entry and record-keeping, organizing events and appointments, managing email and phone contact, keeping up with office supplies, and providing basic IT support.
- I also carry out a range of duties, including organizational, customer service, and administrative ones, which help to maintain the general efficiency and orderliness of my workplace. In addition, I cooperate with other staff members, follow office procedures, and exhibit technological and software competence.
- Their function is essential to preserving a cheerful and polished work atmosphere.

2017-07 - 2017-11

Enumerator

Liberia Institute Of Statistics And Geo Information Services (LISGIS) Capitol Hill, Monrovia

- Completed clerical tasks such as filing, copying, and distributing mail.
- I helped with administrative support by managing incoming calls, coordinating files, and sorting mail.
- Greeted incoming office visitors, answered questions, and directed individuals to office locations.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Assisted with social media and website management to create a strong organizational online presence and reach and engage broad audiences.
- Traveled door-to-door in assigned communities and requested participation in the census interview, clearly explaining the process and purpose.
- Provided clerical support, addressing routine and special requirements.
- Organized and maintained filing system to keep documentation easily accessible to fulfill requests for information.
- Assisted people in filling out surveys with complete and accurate information.

2017-02 - 2017-06

Data Entry Clerk

National Election Commission, Data Center, Monrovia

- Enter numerical data into databases with speed and accuracy using a 10-key pad.
- Sorted documents and maintained an organized filing process.
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Entering voter information into the NEC Database as submitted by the Voter Registration Center
- □ Assisted in doing the tallying process after the Elections

2021-02 - Current

2011-01 - 2012-06



Education

Bachelor of Science: Software Engineering

Rafu Denktas University - Turkish Republic Of North Cyprus {T-R-N-C}

High School Diploma

Charles J.S Young AGM High School - LBS Community

No Degree: Computer Networking

Starz College of Science And Technology - Sinkor, Monrovia