

Abigail Ashley Ayitey

Email: abigail.ayitey@example.com | Phone: +233 123 456 789

Professional Summary

Junior Web Developer with a strong foundation in HTML, CSS, and JavaScript. Bringing over four years of experience in secretarial and customer service roles. Dedicated to continuous learning and passionate about creating responsive, user-friendly websites. Proven ability to collaborate on team projects and deliver quality work in fast-paced environments.

Skills

- HTML, CSS, JavaScript
- Responsive Web Design
- Version Control (Git)
- Communication & Interpersonal Skills
- Client Relations
- Administrative Support

Experience

Secretariat Officer | [Sample Company], Accra, Ghana | 2016 - 2020

- Provided administrative support and managed office communications.
- Handled scheduling, filing, and documentation for internal departments.
- Developed strong organizational and multitasking abilities.

Junior Web Developer | Freelance | 2022 - Present

- Built and maintained responsive websites.
- Worked collaboratively on front-end development tasks.
- Delivered user-friendly web interfaces for clients.

Projects

- DYSHE: Developed a luxury brand website focusing on clean design and responsiveness.
- Personal Portfolio: Created a personal portfolio site to showcase web development skills.

Abigail Ashley Ayitey

Email: abigail.ayitey@example.com | Phone: +233 123 456 789

- Collaborative Projects: Participated in group projects involving web interfaces and site functionalities.

Education

MEST Ghana | Web Development | 2023

Crystal Galaxy College | Ticketing & Reservation, Passenger Handling, Customer Service, Cabin Crew | 2015