

**Alice Esi Dawson**

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### **Career Summary:**

Junior Front-End Developer with a strong foundation in HTML, CSS, and JavaScript. Passionate about creating user-friendly digital experiences, I have hands-on experience developing websites and continuously improving my skills. Eager to contribute to innovative projects and collaborate with teams to build impactful solutions.

### **Work Experience:**

#### **VDL Fulfilment**

**Head of Inventory Department| Client Relations Executive**

**July 2023-Sept. 2024**

- **Key Responsibilities:**

- Arranged prompt and organized pickups of goods from the airport and various shipping companies to the warehouse.
- Supervised inventory management, oversaw packaging, and assigned products for dispatch to respective customers within Accra.
- Worked with my team to pack, transfer, and track products sent to various hubs outside Accra.
- Conducted regular stock-taking to prevent losses and improve inventory accuracy.
- Coordinated vendor activities, resolved concerns, and ensured customer satisfaction.

**Ernest Chemist Limited, Accra, Ghana**

**Nov. 2021-Dec. 2022**

#### **Warehouse Assistant**

- **Key Responsibilities:**

- Assisted in supervising activities during the receiving and storing of products in the warehouse.
- Cross-checked total products received to ensure accuracy and minimize errors.
- Checked and issued products promptly to various shops and outstations upon request.
- Conducted intermittent stock-taking to maintain effective inventory management, enhance customer satisfaction, and prevent losses.
- Filed vital documents for accurate record-keeping.
- Prepared weekly reports on warehouse activities to ensure accountability and track progress..

### **Education:**

**Meltwater Entrepreneurial School of Technology**

**Feb-May 2025**

- Web Development

**University of Ghana, Legon, Ghana**

**Aug. 2017- Nov. 2021**

- BA. (Hons) Sociology with Study of Religions

**Skills:**

- HTML
- CSS
- JavaScript
- Nodejs
- React
- Figma
- Warehouse Management
- Problem solving skills
- Attention to detail
- Good communication skills

**Projects:**

- Developed a personal portfolio
- Created a charity website for an NGO
- Built a construction website

References are available upon request.