

Samuel

Kofi Arthur

IT Officer / Graphic Designer / UI UX

Contact

Contact

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E-Mail

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Skills

IT / Hardware

Upper intermediate

Graphic Design

Upper intermediate

Adobe Creative Suite

Intermediate

Website Graphics

Intermediate

Quality Assurance

Upper intermediate

Multitasking Abilities

Upper intermediate

Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

Knowledgeable IT Officer oversees technology deployment and maintenance. Instructs and leads IT staff members in support of hardware, software and networking infrastructure PC maintenance. Actively works with executives to determine and implement tech needs. Manages technology strategy, training and documentation. Creative Graphic Designer with talent for developing unique custom artwork. Innovative approach to ideas and concept development. Offering over 10 years of expertise overseeing individual projects and brand development.

Work History

2023-06 - **Head of Creatives - Graphic Designer**
Current *Nacasky Company Limited , Accra*

- Developed artistic visual products while working within defined technical constraints.
- Conducted research and identified market trends to inform creative direction.
- Utilized industry-standard software to design layouts
- Utilized industry-standard software to design layouts and create storyboards for visual presentations.
- Managed workloads of designers, illustrators and other team members to optimize productivity and timeliness of task completion.
- Worked with creative teams to develop concept designs for campaigns that resonated with target audiences.
- Created innovative advertising campaigns that successfully generated increased brand awareness and recognition.
- Implemented strategies for promoting campaigns on social media.

2017-03 - **IT Officer**
2021-06 *Docupro Limited, Accra*

- Managed network and system performance, conducting troubleshooting , security patching, and maintenance.
- Oversaw IT department operations and training.
- Demonstrated familiarity with latest hardware, software and networking technology.
- Configuring and general PC maintenance.
- Running system backups.
- Front-line IT support for Integrated Waste Management and Information Systems Software for Zoomlion Ghana Limited.
- Installation of tracking devices and fuel monitoring

Critical Thinking

Upper intermediate

Teamwork and Collaboration

Advanced

Excellent Leadership and Team Player

Upper intermediate

- Completed final touches for projects such as images sizes and font selection.
- Developed creative design for print materials, brochures, banners, and signs.
- Met with customers to present mockups and collect information for adjustments.
- Created digital image files for use in digital and traditional printing methods.
- Wall painting design development for customers.
- Field work supervision.
- Office network and router configurations.
- General office PC maintenance.

2013-07 -

2014-07

Graphic Designer /IT Technician Intern

Angard Fire and Security, UAE - Dubai.

- Office network and router configurations.
- General office PC maintenance.
- Designing of Wall Painting Designs.
- Develop creative design for marketing packages, including print materials, brochures, banners, and signs.
- Providing systems administrative setup and PC configurations.
- Computer Servicing and Phone repairs.
- Fieldwork supervision.

2013-05 -

2013-07

Graphic Designer /IT Technician Intern

Engrid Media Limited, Kasoa.

- Developed creative design for print materials, brochures, banners, and signs.
- Setting lighting devices for video shooting.
- Leaning basics in HTML and CSS language.

2012-05 -

2012-07

Graphic Designer Intern

Pentecost Press Limited, Accra

- Developed creative design for print materials, brochures, banners, and signs.
- Completed final touches for projects such as images sizes and font selection.
- Sending out designed works for colour separation on film for printing.

Education

2019-09 -
2021-09

Bachelor of Science: Computer Science

Kwame Nkrumah University of Science And Technology - Kumasi, Ghana

Evaluated by World Education Service (WES)

2011-09 -
2015-05

Higher National Diploma: Graphic Design

Takoradi Technical University - Takoradi

2006-05 -
2009-06

High School Certificate

Presbyterian Secondary Technical School - Aburi, Ghana

Certifications

2010-12 **Diploma Certificate in Computer Hardware Technician**
Norki-Forda Ventures Kasoa, Ghana

2007-04 **Diploma Certificate in MS. Office Suite**
*Vision One Systems
Kasoa, Ghana*

Accomplishments

- I organized 10 church youth executives and over 9 church branches to raise funds and clothing and other items to visit the orphanage home in Kasoa.
- I was awarded Best Graphic Design Student in High School during my 1st year period.
- I was awarded Best Visual Art Student in High School during my 2nd Year of studies.
- I was the chief driver and also the head of transport during my tertiary days for 2012 to 2014

Interests

IT related devices and practices
Design Trends
Playing Lead guitar
Football
Creating and producing indoor and outdoor decorative lights

Referees

Mr. Lawrence Laryea	Dr. Dzidefo Letsa
Docupro Limited	Takoradi Technical University
General Manager	HOD Graphics
East Legon- Adjiringanor	Takoradi. W/R
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