

DANIELLA ASIEDU

Accra, Ghana | +233 20 343 0787
| daniellaasiedu755@gmail.com |

SUMMARY OF QUALIFICATIONS

- High School Diploma in Business
- Completed high school with focus on business studies, gaining a broad understanding of core business concepts and practices.
- Proficient in the Microsoft Office suite of productivity tools, including Word, Excel, PowerPoint, and Outlook, enabling efficient document creation, data management, and communication.
- Demonstrated ability to quickly learn new software and technology, with a keen interest in staying up to date with evolving business tools and applications.
- Strong organizational and time management skills, able to prioritize tasks, meet deadlines, and contribute effectively to team-based projects.
- Excellent interpersonal and communication skills, with experience interacting with diverse stakeholders and a passion for providing outstanding customer service.
- Eager to apply academic knowledge and develop practical skills in a professional business environment, with a commitment to continuous learning and growth.
- Excellent verbal communication skills developed through engaging with multiple people while volunteering at the Electricity Company of Ghana, Accra West.
- Creative and detail-oriented UI/UX and Graphic Designer with a strong background in user-centered design principles and visual communication.
- Skilled in Figma, Canva, Photoshop and other design tools, with a passion for transforming complex ideas into visually compelling designs. Committed to delivering innovative solutions that enhance user satisfaction and drive brand success.
- Motivated individual with a fundamental understanding of HTML5, CSS3, and JavaScript, paired with basic project management skills. Ready to assist in coordinating projects to ensure timely completion and alignment with objectives. Dedicated to growing technical expertise and improving project management abilities.

EDUCATION

- **University of Ghana, Legon** **Dec 2021 – Present**
Program of Study: Information Technology

- **Timeline Trust** **OCT 2022 – DEC 2022**
SAT Preparations
- **Presbyterian Senior High Technical School, Aburi** **OCT 2018 – NOV 2021**
Program of Study: Business
- **Happy Home Academy, Accra** **SEPT 2016 – JUN 2018**
Junior High School

WORK EXPERIENCE

- Gained practical IT experience through an internship role in the IT department at the Electricity Company of Ghana, Accra West, contributing to the maintenance and troubleshooting of computer systems and networks for staff and vendors.
- In charge of organizing files, putting them in their right cabinets, and enhancing its systems.
- Liable for answering phone calls, directing callers to the appropriate receivers, responding to emails, distributing letters signing receipts, and arriving packages in the absence of IT officers.
- Also, I partly worked as a head of interns where I trained new interns on what was required of them and trained them to respond to staff and vendors' issue.
- As a typist, I was charged with typing promotional letters, queries and correspondence, duty rosters for the various departments, leave letters, and many others.
- Independently and also collaborated with cross-functional teams to design user-friendly web and mobile interfaces, conducting user research and usability testing to refine solutions. Created wireframes, prototypes, and high-fidelity mockups using Figma while developing design systems to ensure consistency across digital platforms.
- Designed impactful marketing materials such as brochures, banners, and social media graphics, while collaborating with clients to meet their branding needs. Managed multiple projects simultaneously, ensuring high quality and adherence to tight deadlines.
- Contributed to web application development using HTML5, CSS3, and JavaScript, focusing on front-end design and functionality. Collaborated with team members to manage project timelines and deliverables, participating in code reviews and meetings to enhance skills and improve projects (during school projects).
- Supported project management by tracking progress, updating stakeholders, and organizing documentation. Maintained schedules to ensure smooth workflows and

coordinated team efforts to meet deadlines and deliver quality outcomes.

VOLUNTEER EXPERIENCE/INTERNSHIP

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| • Volunteer at Women in Tech Ghana | June 2024 – Present |
| • Intern at Electricity Company of Ghana, Accra West
IT Department | OCT 2023 – NOV 2023,
FEB 2024 – MAY 2024 |

AWARDS AND ACHIEVEMENTS

- 2022 – Best Student in the Business Department, Presbyterian Senior High Technical School, Aburi

LEADERSHIP POSITIONS

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|---|----------------------------|
| • Akafo Hall Women's Commission Treasurer | Nov 2024 – Present |
| • Class Prefect/Steward | JAN 2021 – OCT 2021 |
| • Sectional Leader – Happy Home Academy | September 2017 – June 2018 |

SKILLS AND ABILITIES

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Proficient in UI/UX design and Graphic Design
- Basic knowledge in HTML5, CSS3, and JavaScript, and Project Management
- Familiarity with computer hardware and software troubleshooting
- Experience in IT support and maintenance of computer systems and networks
- Strong problem-solving and analytical skills
- Ability to learn new technologies and software quickly
- Excellent organizational and time management skills
- Effective communication and interpersonal skills
- Customer service oriented
- Teamwork and collaboration
- Adaptability and willingness to learn
- Attention to detail
- Multitasking and prioritization capabilities