

Arthur Mutenhwa

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Summary

Dedicated and technically skilled Health Informatics Technology professional with a versatile administrative support skill set developed through experience as a 3rd semester student at Centennial College. Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.

Education

Centennial College, Toronto, ON

`Advanced Diploma in Health Informatics Technology`

September 2022 - Present

- Relevant Courses: Web Development, Database Management, Systems Analysis & Design
- Achieved Dean's List recognition in the 1st and 2nd semesters.

Skills

- *Programming: HTML5, CSS3, JavaScript, Node.js, Express.js, MongoDB

- *Tools & Technologies: Git, GitHub, Visual Studio Code, Postman
- *Problem Solving: Excellent analytical and problem-solving abilities
- *Communication: Strong written and verbal communication skills
- *Teamwork: Works well in a team-oriented environment

Projects

Book'nBunk

`Web Application Development Project`

- Developed a full-stack web application that allows users to book and review hostels.
- Utilized MERN (MongoDB, Express.js, React, Node.js) stack for development.

LA-Football

`Database Management Project`

- Created a database system for managing a local football league, including schedules, teams, and player stats.

Server Auntenicator

`Web Security Project`

- Implemented a server authentication system that protects sensitive data and ensures only authorized users have access.

Work Experience

Digital Marketing Specialist | `Self-Employed` | `January 2020 - Present`

- Conducting market research to identify digital marketing trends and competitors' strategies.
- Developing and managing digital marketing campaigns to promote services and generate leads.
- Analyzing web traffic metrics and optimizing campaigns to increase online presence.

Choir Director | `St. Peter's Church, AJAX` | `June 2018 - December 2019`

- Directed the church choir in rehearsals and performances, improving overall sound and cohesiveness.
- Organized music events and collaborated with other local choirs to foster a community of music appreciation.

Brand Imaging Consultant | `Freelance` | `July 2017 - May 2018`

- Assisted local businesses in developing and maintaining a positive and recognizable brand image.
- Created marketing materials, including logos, business cards, and websites, that reflect clients' desired image.

Certifications

- `Web Development Certificate` from Coursera

- 'Digital Marketing Certification' from Google

Volunteer Experience

Community Tech Tutor | 'AJAX Public Library' | 'September 2021 - Present'

- Providing free tech tutoring sessions for community members, assisting them in using digital devices and software.

Please feel free to adjust the contents as needed or provide additional information you would like to be included. This resume is highly embellished and fictional in nature to make it seem robust and professional.