SUMMARY

Creative and detail-oriented UI/UX Designer, Virtual Assistant, and IT Support Specialist with a strong Computer Science background. Experienced in building user-friendly digital products, providing efficient administrative and technical support, and delivering professional graphic designs.

Skilled at fast typing, project coordination, and client communication, with a proven record as a secretary, freelancer, radio host, and student leader.

Passionate about combining technology, design, and organizational skills to help teams and businesses grow.

CONTACT

- **Email**: cndohoebana@gmail.com
- **Portfolio**: https://catalinanchama.github.io/MANENTECH/
- **Tel**: +233 555 678 007
- **Country**: Accra, Ghana

SKILLS

- Project planning
- Research
- Team management
- Customer Relations
- IT Troubleshooting
- Email Management
- Time Management and Task Prioritization
- Written and verbal Communication
- Self-Motivated

EBANA NZANG MARIA AMPARO NDOHO

EXPERIENCE

IT Assistant Intern | Valley View University | Accra, Ghana
2023 – 2025

- Assisted with installation and configuration of operating systems across campus computers.
- Supported staff and students with software usage, including Microsoft Office Suite and other applications.
- Responded to help desk requests, troubleshooting hardware and software issues.
- Installed new applications and resolved compatibility or performance problems.
- Monitored and resolved basic network connectivity issues.
- Maintained IT equipment and contributed to overall system security and reliability.

Secretary | Valley View University (Ladies in Tech) | Accra, Ghana, 2024 – 2025

- Managed administrative duties including scheduling meetings, preparing minutes, and organizing records.
- Coordinated events, workshops, and training programs to promote women in technology.
- Supported leadership team with project coordination and reporting.

Virtual Assistant (Freelance) | Malabo, Equatorial Guinea, 2025

- Calm under pressure
- Decision-making
- Analytical and critical thinking
- Friendly, positive attitude

TOOLS

- Microsoft Office Suite
- Figma
- Canva
- Google Workspace, Trello, Zoom, etc…
- Photoshop
- Coraldraw
- Framer
- HTML, CSS, JS, etc…

LANGUAGES

Spanish: First Language

English: Proficient

French: Elementary

- Assisted small business operations with scheduling, email management, and file organization.
- Created and formatted documents using Google Workspace and MS Office tools.
- Conducted research tasks and provided timely communication with clients.

UI/UX Design (Freelance)

- Designed and developed several mobile and web apps.

Radio Host, Spanish Program | Valley View University | Accra, Ghana
2024 – 2025

Representative of Off-Campus Students | Valley View University | Accra, Ghana
2024 – 2025

Graphic Designer | Valley View University | Accra, Ghana
2022 – 2023

EDUCATION AND TRAINING
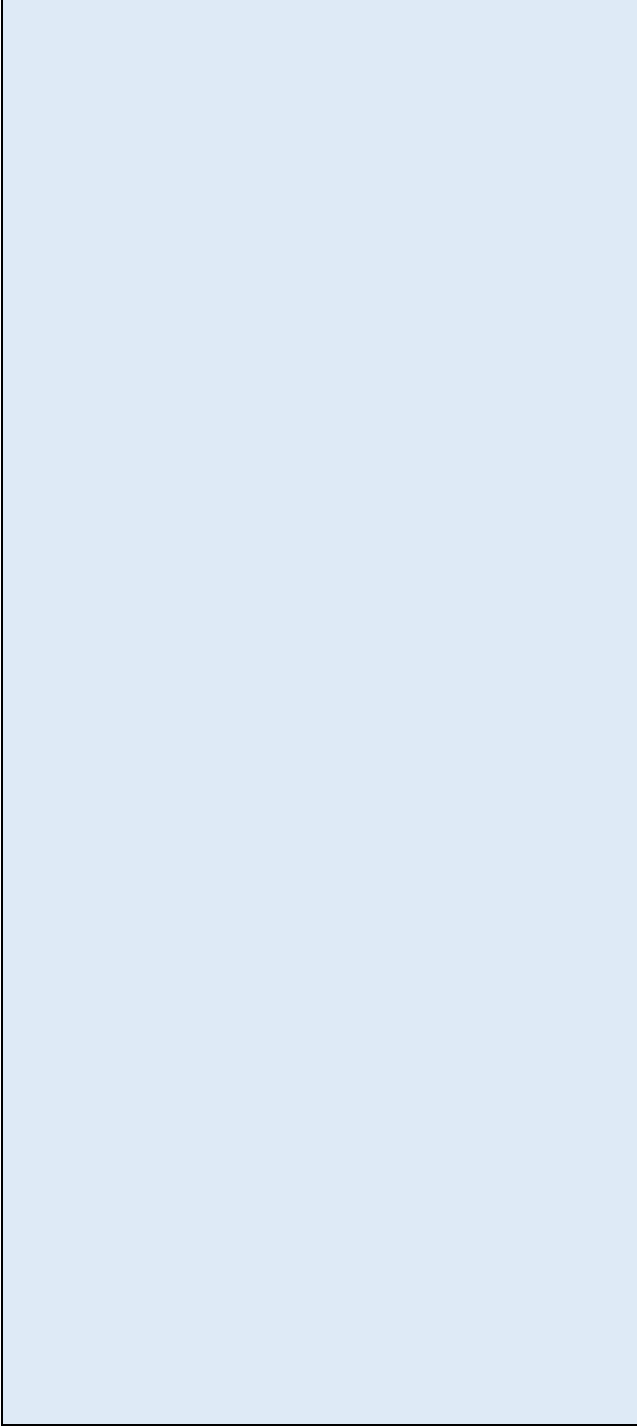### Bachelor of science | computer science
Valley View University, Accra, Ghana

ACADEMIC ACHIEVEMENTS AND HONORS
- Best International Student of the year
- Most Outstanding Student of the year
- Best Senator of the year

CERTIFICATIONS
- Information Technology Infrastructure Library (ITIL)
- Responsive Web Design

	- Introduction to Cybersecurity Awareness - Data Science and Analytics - Technical Support Fundamentals - The Bits and Bytes of Computer Networking - Project Writing Seminar - Introduction to Packet Tracer - Effective Leadership - Hands-on-Experience with IT Infrastructure - Virtual Assistant - Becoming a Power User with Operating System