

Helen Collins-Eromosele  
91 Ditchling Road, Brighton, United Kingdom, BN1 4SD.  
+447306037636| [helencollinseromosele@gmail.com](mailto:helencollinseromosele@gmail.com)

## **SUMMARY**

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I am a self-taught and highly self-motivated Front-end developer. In addition to skills in HTML5, CSS3, JavaScript, Bootstrap, and GIT with which I am able to efficiently carry out desktop and web application development tasks, I also possess strong project management skills, teamwork and creativity. I have polished the ability to learn and implement new skills within a short period of time and I enjoy hard work, innovation and exploring new technologies.

## **EXPERIENCE**

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### **HNG TECH**

*August 2019- November, 2019*

#### **INTERN**

- I created mobile first responsive websites from scratch.
- I built web apps front-end according to design.
- Maintained front-end for web and mobile applications.
- I analyzed and fixed bugs to make sure that there were no errors on the Front-end.
- I ensured that sites adjusted to various screen sizes and browsers.
- Supported and developed new functionality for already existing projects.
- Maintained front-end for web and mobile applications.

### **Health Aid For All Initiative (HAFAI)**

*May 2017- Date*

#### **Program Officer**

- Analysed program effectiveness, developing and implementing new measures to improve operational efficiency and overall performance.
- Ensured that program designs were well suited to meet target population which further enhanced program success and more impact.
- Developed training manuals for school and communities training activities.
- Investigated root causes of past program failure and implemented solutions that resulted in improved commitment level from stakeholders.
- Wrote grant proposals and reports.
- Ensured adherence to program targets to demonstrate viability of pilot-program.
- Established, organized, and implemented both short and long range goals, objectives, and policies.
- Examined and evaluated programs and program activities, ensuring contractual compliance.
- Made sure programs met the decided values and standards.

- Monitored and evaluated the impact of program activities in communities and schools.

### **Apex Eatery**

*April 2016- December 2016*

#### **Operations Manager**

- Assist general manager with operations, including budgeting all expenses and operation costs.
- Ensured that all employees adhered to the company's uniform standards.
- Interviewed, hired and oversaw training for all personnel.
- Managed team performance and appraisals.
- Managed work flow and schedule to ensure deadlines were met, priorities were recognized and policies and procedures were followed.
- Ordered materials from various suppliers for job completion.
- Oversaw the daily picking and packing of all customer orders by the staff team.
- Ensured maximum customer satisfaction which lead to increased sales.
- Developed strategies to increase sales.

### **National Youth Service Corps (NYSC) – Corp Member**

*May 2015- April 2016*

- Drafting letters, Memos, website announcements.
- Experienced with performing general office duties such as typing, filing and handling incoming mails and phone calls, maintaining a professional image at all times.
- Made payment and receipt vouchers.
- Prepared the agenda for meetings and prepared schedule.

### **Volunteer at World Health Organization (W.H.O)**

*2011-2012*

- Inspector for Oral Polio Vaccination program, making sure that all children within the ages of 0 - 6 years received at least a dose of the vaccine.
- Record and report all cases of polio (AFP) and guinea worm infection in designated areas of assignment.

## **ACADEMIC QUALIFICATIONS**

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### **OpenClassrooms -2019**

Build Your First Web Pages With HTML and CSS

### **OpenClassrooms - 2019**

Understanding the Web

### **Philanthropy University - 2018**

Girl-Centered Design

**Piston and Fusion Limited - 2018**

Project Management Pro

**University of Geneva - 2018**

Children's Human Rights – An Interdisciplinary Introduction

**University of Abuja - 2010 - 2014**

Bachelor of Science Degree in Biology

**SKILLS**

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HTML5    ■■■■■■

CSS3     ■■■□□

JavaScript ■■■□□

Bootstrap ■■■□□

GIT       ■■■□□

**RELEVANT LINKS**

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Link to Github: <https://github.com/Cheks-Cee/>

Website Link: <https://helencee.000webhostapp.com/>

Link to LinkedIn account: <https://www.linkedin.com/in/heleneromosele/>

**STRENGTHS**

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|----------------------|---------------------------|-------------------|
| • Project management | • Communication skills    | • Result-oriented |
| • Detail-oriented    | • Creative and innovative | • Dedicated       |
| • Critical thinking  | • Report writing          | • Team-player     |