

CONTACT:

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SKILLS:

- HTML
- CSS
- JavaScript
- Hardware Troubleshooting
- Software maintenance
- Training delivery
- Digital literacy
- Strategic Planning
- Leadership
- Advanced level Microsoft office training
- Data Analytics and Visualization
- Flexibility in working hours, days and location.
- A good team player and always ready to learn

GODWIN JOSHUA

PROFESSIONAL SUMMARY

To leverage my extensive technical expertise and passion for innovation in a dynamic organization, where I can contribute my skills in developing cutting-edge technologies, driving digital transformation and delivering exceptional solutions to optimize business processes and enhance user experiences. I am motivated to stay updated with emerging technologies in the field, allowing me to continuously enhance my skills and contribute to the growth of the organization. Proficient in using Independent Decision-making skills and Sound Judgement to positively impact Company Success.

Organized and dependable IT professional with 10 years of experience. Successful at managing multiple priorities with positive attitude. Willing to take on greater responsibilities to meet team goals.

WORK HISTORY

TEACHER

Climax Computer College

2014 - 2016

- Adapted teaching methods and materials to meet students' varying needs and interests.
- Created lesson plans and scheduled each day to promote maximum student engagement.
- Collected, analysed and tracked data on student progress.
- Supported students to identify problems impeding education.

ADMIN/OFFICE ASSISTANT

M.O.Chukwuma-Okafor & Associates

2018 - 2019

- Maintained office files for reliable reference, including electronic and hard copies.
- Supported staff with administrative needs for photocopying, faxing and filing.
- Organize and maintain office common areas.
- Greeted guests and clients with warmth and professionalism.

LECTURERING

Jigawa State polytechnic, dutse

2022 - 2023

- Designed exams, assessments and course content, including lecture material and writing assignments.
- Engaged, motivated and inspired students to develop thirst for knowledge.
- Collaborated with lecturers to enhance teaching procedures.
- Monitored students' progress against educational targets, implementing positive interventions.

ICT Instructor

Ideal Special & Comprehensive Academy

2022 - 2023

- handles daily practical on ICT related course and prepare /process all administrative files and documents
- Monitored learners' progress throughout course, providing or signposting additional support where appropriate.
- Created easy-to-understand training materials tailored to different audiences.
- Supported firm-wide initiatives to equip staff with basic technical skills.

IT/ADMIN

Chilite Technical Solutions Limited

2023

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Increased customer satisfaction by resolving issues.
- Supported team by demonstrating respect and willingness to help.

ICT INSTRUCTOR

Sureville High school lekki phase II, Lagos, Nigeria.

2023 - 2024

- Used different tools to support blended learning efforts.
- Identified information technology training needs and requirements for learners.
- Created easy-to-understand training materials tailored to different audiences.
- Evaluated and assessed training quality and effectiveness to continuously improve programmes.

EDUCATIONAL SUMMARY

2015 – 2022

- **Federal Polytechnic - Idah, Kogi State**

2007– 2013

- **A.A International School** - Satellite Town, Lagos

2001 – 2006

- **L.G.E.A Primary School** - Effecho Otukpa, Benue State
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CERTIFICATION

- National Youth Service Corp 2022
 - Higher National Diploma 2021
 - C++ computer programming 2019
 - National Diploma 2017
 - West African Examination Council (WAEC) 2013
 - First School Leaving Certificate 2006
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HOBBIES

- Reading
 - Research
 - Travelling
 - Mentoring/Coaching
 - Impacting Lives Positively
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REFERENCES

Available on request.