

DAVID UGWU  
[dazzid.ugwws@gmail.com](mailto:dazzid.ugwws@gmail.com) | London, England | 07902425622 |  
<https://www.linkedin.com/in/david-ugwu-06503a14b>

## **SUMMARY**

Motivated and enthusiastic Computer Science graduate with a strong foundation in software engineering. Seeking entry-level and junior-level positions in web development, project management, and technology consulting. Proficient in HTML, CSS, JavaScript, Python, and basic SQL. Skilled in problem-solving, time management, and working under pressure. Committed to continuous learning and staying updated with emerging technologies.

## **WORK EXPERIENCE**

### **Student Registration Assistant**

Hertfordshire International College, Hatfield, Hertfordshire

- Assisted staff members with student registration, printing, and filing of sensitive data.
- Answered walk-in queries and handled tight deadlines and targets.
- Registered and enrolled students, organized workshops, and assisted with marketing activities.
- Conducted student tours, reported problems to the office manager, and maintained a tidy work area.
- Carried out general administration duties, such as photocopying and filing.

### **Student Guide for the Dean of Students**

University of Hertfordshire, Hatfield, Hertfordshire

- Acted as the first point of contact for new and returning international students.
- Assisted with full registration and enrollment processes, ensuring all necessary documents were obtained.
- Conducted campus tours, organized trips and events, and answered walk-in queries.
- Hosted events during fresher's week and provided support for student well-being.

- Delivered university and town tours, facilitating the settling-in process for international students.

#### Office Intern

##### Knowledge Research Consult, Lagos, Nigeria

- Managed office calls, scheduled meetings, and provided administrative support.
- Assisted with errands, paperwork, data entry, and coordination of project resources.
- Developed and maintained professional relationships with internal employees and customers.
- Took notes during meetings, answered inquiries via telephone and email, and delivered messages.
- Ensured a neat and organized work area, supporting company-sensitive research topics.

#### ADDITIONAL EXPERIENCE

##### Office Cleaner

##### Berry Recruitment, Hatfield, Hertfordshire

- Cleaned and sanitized frequent-touch areas, managed complete office cleaning, and maintained entryways.
- Ensured a clean and healthy environment for employees and visitors.

##### Site Cleaner

##### Temple Recruitment, Hatfield, Hertfordshire

- Thoroughly cleaned office spaces, replenished amenities, and maintained cleaning equipment.
- Provided construction workers with a clean and healthy environment during their breaks.

##### Store Cleaner

##### NIC Service Group, Hatfield, Hertfordshire

- Prepared partner store for daily operations, stocked toiletries and cleaning amenities.
- Ensured store employees had a clean working environment, and customers were greeted with a clean store.

Caterer/Front of House

Berry Recruitment, Hatfield, Hertfordshire

- Provided service to hotel customers, maintained a professional demeanor, and directed attendees.
- Set up tables, decorations, and action stations for catered events.
- Prepared and served items, cleaned and sanitized equipment and work areas while adhering to health regulations.

## INTERNSHIPS

Software Intern, UK Internship Experience (Virtual)

- Completed a virtual internship focused on tasks within the tech sector.
- Engaged in case studies, problem-solving, and workplace skill development, including networking and critical thinking.

Intern, ACE Assessment Centre (Virtual)

- Participated in an internship experience that simulated working situations.
- Delivered a graded presentation on a predetermined topic and collaborated on a team exercise.

## EDUCATION

BSc – Computer Science (Software Engineering)

University of Hertfordshire, Hatfield, Hertfordshire

- Upper second-class award (Jan 2019-Sep 2022)

High School

Chrisland College

