



OLD AYENSU ESTATE, OYIBI, F12

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## DAMPSON KELVIN

**OBJECTIVE** As an enthusiastic HND Computer Science graduate, I am passionate about leveraging my technical skills and knowledge to contribute meaningfully to the world of technology. I am open to networking and exploring opportunities that align with my passion for technology and my commitment to making a positive impact.

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**SKILLS & ABILITIES** Proficient in Microsoft Office tools.  
Skilled in setting up and troubleshooting printers and computers.  
Knowledge in HTML and CSS for web development.  
Basic programming skills in Java.  
Strong problem-solving skills.  
Knowledge of operating system concepts and experience in Ubuntu, Windows Server 19 and Windows Operating System (10).  
I have a strong mindset for learning new things and staying updated with new technologies.

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**EXPERIENCE** **SHOP ATTENDANT, M.A. VICTORY MARKET**

2019 – 2022

Greeted and assisted customers, providing excellent customer service.  
Operated cash registers and handled monetary transactions accurately.

**INTERN, GITPLUS ORGANIZATION**

8<sup>th</sup> October – 29<sup>th</sup> October, 2021

Building databases using XAMPP and connecting them to frontend applications.  
Designing login and registration forms using HTML, CSS and Bootstrap.  
I worked on Laravel, which is a framework for web development.

**NATIONAL SERVICE PERSONNEL, HOLY ROSARY R/C SCHOOL  
ADENTAN**

7<sup>th</sup> November, 2022 – 15<sup>th</sup> October, 2023

Troubleshooting and resolving laptops and printer problems.  
Setting up and configuring laptops and printers.

Providing technical support to teacher, staff and students for hardware and software issues.

I worked on SPIP (School Performance Improvement Plan) documents.  
Report writing.

Typing and Printing of Examination scripts.

Creating database for learners and staff using MS Excel and MS Word.

**BECE INVIGILATOR, CHRIST FAITH MISSION SCHOOL  
FRAFRAHA**

7<sup>TH</sup> August – 11<sup>th</sup> August, 2023

I collaborated with other invigilators to ensure smooth operations.

I helped in solving issues or disturbances during the exams.

I supervised and ensured a controlled environment during the exams.

**MEDIA TEAM MEMBER, OYIBI PRAISE CONGREGATION PCG**  
2022 - date

I volunteer in:

Operating sound equipment to ensure clear and high quality audio during service.

Troubleshooting technical issues and providing solutions.

Coordination with worship leaders to ensure multimedia elements are aligned with church service.

**VERIFICATION OFFICER, ELECTORAL COMMISSION OF GHANA**  
19<sup>TH</sup> December, 2023

I managed queues and directed voters to the appropriate stations.

I operated and managed the Biometric Verification Device used in the process.

I kept accurate records of the verification process.

I communicated effectively with my teammates and voters.

I verified the identity of voters by checking identification documents and ensured that voters are registered and eligible to vote during the election.

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EDUCATION    **OYIBI KKDA JHS, OYIBI**  
2013 – 2016  
B.E.C.E.

**WEST AFRICA SENIOR HIGH SCHOOL, ADENTA**

2016 – 2019

WASSCE, Pure Science

**ACCRA TECHNICAL UNIVERSITY, ACCRA**

2019 – 2022

HND, Computer Science

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**COMMUNICATION**

I am a dedicated professional with excellent written and verbal communication skills.

I have edited and drafted reports with clear and concise written communication during my NSS.

I am able to communicate effectively with team members on project updates.

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**OTHER  
INFORMATION**

Hobbies: Reading, volunteering, listening to music, sports.

Key Qualities and Skills: Approachable, sociable, determined, excellent team player.

Marital Status: Single

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**REFERENCES**

**MR. GADASU**

GITPLUS ORGANIZATION, ACCRA

0243913077

**MISS HANNAH DANQUAH**

HOLY ROSARY R/C SCHOOL, ADENTAN

0246322388

**MISS JOAN DZANDU**

HOLY ROSARY R/C SCHOOL, ADENTAN

0594164024

**MERCY AMPOMAH**

M.A. VICTORY MARKET, OYIBI

0550718811

<https://adom-market-oyibi.business.site/>

**MR. SAMUEL**  
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