

DIKUBA KINDJEL ALICIA ASHLEY

Bsc Software Engineering Student

SUMMARY

To secure a responsible career opportunity, where I can fully utilize my training, human resource and management skills, while making significant contributions. Innovative individual with proven success evaluating requirements for software development projects to design innovative solutions. Out-of-the-box thinker and problem solver dedicated to improving performance. Works well in teams and consistently delivers to deadlines. Productive Student with a track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

EXPERIENCE

ASHYDAK, redbubble.com — Shop Owner

JUN 2022 - PRESENT






- Developed in-store merchandising strategy for print on demand store.
- Used social media to expand market reach.
- Photographed products for sale, posting pictures via social media to increase visibility.
- Come up with new designs for the store.
- Research and implement new marketing strategies.

Alice Documentation, Bamenda, NW — Data Entry Typist

JUL 2014 - AUG 2014

- Efficiently took shorthand notes to transform into neatly written and formatted documents, maintaining accuracy throughout.
- Promptly answered telephone calls, taking messages and redirecting to other staff members as needed.
- Transformed jpg, PNG and pdf into typed documents, proofreading and editing finished copy to ensure accuracy.
- Performed administrative tasks including sorting mail, ordering office supplies and copying and scanning documents for filing, maximizing overall team efficiency.

CONTACT

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SKILLS

- Teamwork
- Problem-Solving
- Customer service
- Social media marketing
- Strategic resource management
- Marketing strategy development
- Pricing strategies
- Typing manuscripts
- Data processing
- Data transcription
- Critical thinker
- Critical thinker

- Sorted and filed excel documents, updating and merging data as needed.
- Developed high-quality proposal graphics meeting desired styles and standards set by the client during product development.
- Maintained copy center equipment in good working order and called vendors for repairs to correct more extensive faults and return full functionality.
- Met schedule using excellent planning and coordination skills.
- Developed team communications and information for meetings.
- Consistently met my short and long-term targets.
- Handled customer complaints with empathy and composure.

EDUCATION

The ICT University, Bafoussam,Centre — *BSc Software Engineering*

OCT 2020 - Ongoing

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G.B.H.S Baleng, Bafoussam,OU — *GCE ADVANCED LEVEL Sciences*

SEP 2018 - SEP 2020

Passed all five subjects written.

G.B.H.S Baleng, Bafoussam, OU — *GCE ORDINARY LEVEL Sciences*

SEP 2017 - AUG 2018

Passed all ten papers written

G.B.H.S Bamenda, Bamenda,NW — *Form one to Form four Sciences*

SEP 2012 - AUG 2016

Honor roll student.

PROJECTS

Grainzone — Competition

Participated in the Hult prize competition with the project Grainzone which was about how we could efficiently produce rice by producing as much rice as possible on a small hectare of land. The project also involved rice processing while keeping the environment clean by producing as little waste as possible by transforming some of the waste into other related products which are healthy.

Creativity

Project management

Conflict resolution

Emotional Intelligence

Adaptability

Time management

PC proficient

Deadline-oriented

Microsoft Office proficiency

LANGUAGES

English
Native

French
Native

CROATIA — EHR System

Worked on an EHR (Electronic Health Record) system which was a school project as a business analyst.

SMARTRIP — Transportation App

Worked on a transportation app project which was a school project as a business analyst and tester.

Achievements

- For GCE ORDINARY LEVELS, I was in the top thirty in the region..
- Participated with a team of four and came up 10th in the Hult prize campus competition with the project Grainzone.
- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of our EHR system school project. Got an A grade.
- Streamlined workflow by consolidating lengthy processes and redundant documentation which resulted in more effective and timely completion of our transportation mobile application school project. Got a B+ grade.